

RLSP 10/2015 – Making Access Real

Fundamental actions to make programs and materials accessible to all:

- **Make the invitation in your email signature and program announcements: “ If you will be joining us at XXX for a program or meeting, please let us know in advance if you will need an accommodation that will make the event accessible to you.”**
- **Prepare for that need by having an “auxiliary aids” line in your budget to cover the cost of equipment or services. (It’s**

rarely an issue of cost but of planning.)

- **Make at least 3 copies of everything you offer in 18-24 point sans serif font. Use a 6" maximum line length. 1.25 line spacing. Don't right-justify. Use bold black type on yellow or off-white (non glossy) paper.**
- **Drop non-essential graphics and formatting.**
- **At the bottom of every flyer produced add: Large print version available.**
- **Provide appropriate lighting and/or an optical reader.**

Be familiar with the information in the ADA's Guide to Accessible Meetings, Events, and Conferences.

(See the link below.) It covers site selection, pre-event activities, physical and audio-visual considerations, food service, personal assistants and service animals, tips for presenters and attendees, and emerging promising practices. The guide also includes a discussion of the market case for making an event accessible to all attendees.

<http://www.adahospitality.org/accessible-meetings-events-conferences-guide>