UAB STUDENT AFFAIRS

Creating Accessible Programming Material

Event Accessibility

	Is information about the event accessible to a broad range of participants (including website information)?
	Is there an accessible path of travel from parking to the event location?
	Does the entrance have steps, a threshold or other physical barriers? If so, is there a ramp?
	Does the entrance door have an openning of at least 32 inches of clear width?
	Do non-accessible entrances have signs giving directions to the accessible entrance?
	Can the door be easily opened (five pounds or less)? If not, is there an automatic door opener?
	Is there additional seating space for a personal care attendant, CART Captionist or service animal?
	If your event uses registration tables, or information booths, are these at an accessible height for an individual with a mobility impairment?
	Is there seating space available for people who are large? This includes seating without arms.
	Is there seating space with side arms available for people who need to stabilize movement while sitting and standing?
	Are aisles and paths of travel in the space a minimum of 36" wide?
	Are food service areas no higher than 36" to accommodate people with mobility impairments?
	Did you ask if anyone has food allergies or other dietary needs/restrictions prior to the event?
	If food is served buffet style, can a person with a mobility or visual impairment navigate the space between tables?
	Are the food and dishes at a level that can be reached by a person with a mobility impairment?
	Have you established an emergency evacuation plan for all participants including individuals with disabilities? Some buildings may already have this in place.

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	Have funds been allocated in the budget to cover the cost of accommodations?
	Have presenters been asked if they need accommodations for equal access?
	If an event is on an upper level, is there an elevator?
	Do room signs have raised or Braille characters?
	Are restrooms located along an accessible route of travel or do inaccessible restrooms have signage to direct people to accessible restrooms?

Presentation Accessibility

	Did you use high contrast?
	Did you avoid using flashing animations?
	Are the videos and audio content (even podcasts) captioned/transcribed?
	Did you include event accessibility information prominently, with a clear access plan and contact information?
	Have you made sure the location is accessible to all?
	Has a student requested an Interpreter or CART Captionist? If so, have you contacted DSS to secure someone?
	Do you have a microphone available at the presentation for presenters and for participants who want to engage in dialogue?
	If participants are asked to participate in activities related to the presentation, have you informed participants to signal you in any way they are able to, rather than asking for participants to stand up or raise their hands?
	Did you check the noise level outside of the presentation location? If possible, close doors to the space to minimize outside noises.
	Do you have a space located in the front of the room for an interpreter?
	Did you check if the room has a dimmer for you to increase visibility of the presentation, while also making sure the interpreter can be seen?
	Is there an assistive listening system available?
	If an off-site trip is planned, is accesible transportation arranged?

Flyer/Poster Accessibility

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	Is the font size at least 14 point or 16 point?
	Did you use Sans Serif font style, as opposed to serif?
	Did you avoid using all capital letters?
	Did you avoid underlining?
	Did you use high contrast?
	Can your flyer/poster be used with a screen reader? Are you able to highlight the text?
	Did you make sure all of the photos have alt text?
	Did you include the disability accommodation statement, "If you need disability accommodations, please contact (your office here)"?

How to:

- Request a captionist or interpreter on a student's behalf: Contact Valerie DuBose at vdubose@uab.edu
- Request video or audio captioning/transcripts: Fill out the request form at https://sa.uab.edu/DSSForm/RequestForm.aspx or contact Justin Quinn at jaquinn@uab.edu
- Request to check flyer accessibility: Email the flyer to DSS@uab.edu or contact Ashleigh or Allie

Inclusive Language

1. It's ok to make mistakes! Apologize, and then learn from them
2. Educate others about disabilities and then politely correct their language

Avoid	Use (Person First)
(the) handicapped, (the) disabled	Persons with disabilities
Afflicted by, suffers from, victim of	Has [name of condition or impairment]
Confined to a wheelchair, wheelchair bound	Wheelchair user
Mentally handicapped, mentally defective, retarded, subnormal	With a learning disability or cognitive impairment
Cripple, invalid	Person with disabilities
Spastic	Person with (their disability)
able-bodied	Non-disabled
Mental patient, insane, mad	Person with a mental health condition
Deaf and dumb, deaf mute	Deaf, person with hearing impairment
The blind	People with visual impairments
An epileptic, diabetic, depressive, and so on	Person with epilepsy, diabetes, depression, or someone who has….
Fits, spells, attacks	Seizures, flare ups

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