Resources for
Planning Accessible Meetings

A note about accessibility: This document includes both hyperlinks with meaningful text, as well as links with the corresponding specific URLs, in order to accommodate those who use this document in printed as well as electronic formats.

ADA National Network: Hospitality Initiative (www.adahospitality.org)
The Network, comprised of ten regional centers that offer technical assistance on the ADA, provides specialized materials, training, and resources for restaurants, hotels, and other places of lodging.

Department of Justice (http://www.ada.gov/)
The Department's site has the ADA regulations and technical assistance materials for title II (state and local governments) and Title III (public accommodations), including:
Accessible Information Exchange: Meeting on a Level Playing Field:
http://www.ada.gov/business/accessiblemtg.htm
Communicating with Guests who are Deaf or Hard of Hearing in Hotels, Motels, and Other Places of Transient Lodging:
http://www.ada.gov/hotelcombr.htm
Guide for Places of Lodging: Service Guests Who are Blind or Who have Low Vision:
http://www.ada.gov/lodblind.htm
Accessible Customer Services Practices for Hotel and Lodging Guests with Disabilities:
http://www.ada.gov/accesscust.htm

The *2010 ADA Standards for Accessible Design* (**http://www.ada.gov/2010ADAstandards_index.htm**) feature updated provisions for a variety of structural spaces and elements, including places of lodging, and brand new sections on recreational facilities such as swimming pools, golf courses, exercise equipment, fishing and boating facilities, and more. Don't miss the sample plans for accessible hotel guest rooms in the *Guidance on the 2010 ADA Standards for Accessible Design* (**http://www.ada.gov/regs2010/2010ADAStandards/Guidance2010ADAstandards.htm**)!

North Carolina Office on Disability and Health / Center for Universal Design
Removing Barriers: Planning Meetings that are Accessible to All Participants (PDF)
http://www.fpg.unc.edu/~ncodh/pdfs/rbmeetingguide.pdf

Federal Communications Commission (FCC)
Section 504 Programs and Activities Accessibility Handbook (PDF)
http://www.fcc.gov/cgb/dro/504/504_handbook.pdf

New York State Department of Health
How to Plan Events that Everybody Can Attend
http://www.health.state.ny.us/publications/0956/

Canadian Abilities Foundation
See Through Barriers: Making Conferences & Events Accessible to People Who Are Blind
http://www.e-bility.com/articles/feb00.php

Association of Science and Technology Centers: Accessible Best Practices (resources for accessible science centers, museums, exhibits, displays, presentations, tours, and meetings):
http://www.astc.org/resource/access/best.htm

Education Resources Information Center/Office of Special Education Programs
Planning Accessible Conferences and Meetings: An ERIC/OSEP Information Brief for Conference Planners
http://www.hoagiesgifted.org/eric/e735.html

Information about ordering *A Guide to Planning Accessible Meetings*, a comprehensive guide, as well as a companion checklist and guidelines for speakers is available from consultant June Isaacson Kailes (http://www.jik.com/resource.html).

An **on-line tutorial on planning accessible meetings** is posted in the "508 Universe Training" at the Section 508 site (http://www.section508.gov). The "Accessible Conference" course takes about 2 hours to complete.

FACILITY CHECKLISTS

Readily Achievable Checklist for Existing Business Facilities (Department of Justice)
http://www.ada.gov/checkweb.htm

ADA Checklist for Readily Achievable Barrier Removal *(ADA National Network)*
http://www.adachecklist.org

ADA Checklist for New Lodging Facilities (Department of Justice)
http://www.ada.gov/lodgesur.htm

Accessibility Checklist for Hotels (Blue Path)
http://blue-path.com/pdf/Checklist_BluePath_Hotels.pdf

ADAAG Checklist PDF (Access Board)
http://access-board.gov/adaag/checklist/pdf/a16.pdf
ADAAG Checklist HTML (Access Board)
http://access-board.gov/adaag/checklist/a16.html