

# CREATING ACCESSIBLE EVENTS

A QUICK  
GUIDE

Taking care to create an accessible event benefits not only individuals with disabilities, but also helps ensure that all participants, including individuals with non-apparent disabilities and/or chronic health conditions, and people of all ages and body types, are able to fully engage in the program. While organizers are generally responsible for ensuring their events are accessible to all participants, Purdue's **Disability Resource Center (DRC)** recommends some tips and best practices. One-on-one support is also available from the DRC's **Usable Materials Center**.

## REVIEW TIPS/BEST PRACTICES

- Early planning**
- Venue and physical space**
- Marketing, Web, and forms**
- Food and drinks**
- Event materials and supplies**
- Getting help from the Disability Resource Center's Usable Materials Center**



## EARLY PLANNING

Include individuals with disabilities throughout all stages of event planning.

Schedule an appropriate number and duration of breaks throughout the day.

## VENUE AND PHYSICAL SPACE

Visit sites in advance to ensure venue accessibility. Make note of and anticipate barriers to accessible seating. Other considerations include lighting, temperature, bathroom access, parking and audio technology.

## MARKETING, WEB DESIGN AND FORMS

Provide contact information on all forms and websites in case participants have questions.

Provide accessible online registration forms. Purdue's preferred online survey and registration tool is Qualtrics.

## FOOD AND DRINKS

Plan to provide gluten-free, dairy-free, vegetarian, vegan, Kosher and Halal food options for those who request it.

Clearly label all food and keep specialized options separate.

## MATERIALS, SUPPLIES

Check the accessibility of presenters' materials, including digital presentations, videos, and printed handouts.

Distribute digital materials ahead of time, including agenda and accessibility information.

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## NEW USABLE MATERIALS CENTER PROVIDES RESOURCES, SUPPORT

The DRC's new Usable Materials Center is designed to remove barriers for staff and faculty aiming to improve the usability and accessibility of their course materials. **Susan Lausier**, who recently was hired as the DRC's new assistant director, will oversee the center. One significant aspect of the UMC mission will be to take in course materials and convert them into accessible versions at no cost to the instructor.

Beyond material conversion, the center will provide:

- Accessibility checks
- Consultation on inclusive design of learning
- Workshops and hands-on training
- A physical space on the eighth floor of Young Hall where they can get in-person help

Lausier says the UMC will supplement services already provided by the DRC; existing services include the creation of or conversion to accessible materials for



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students with disability-related accommodations. The UMC will broaden the scope of this service and help instructors create materials that are more usable for all students.

## PROCESS FOR ACQUIRING ACCESSIBLE MATERIALS

*Event hosts should do the following when an attendee requests American Sign Language or live-captioning support:*

- Encourage disabled Purdue students who are registered with the DRC to request CART services or an ASL interpreter from the DRC.
- Encourage disabled Purdue staff and faculty to request this support from Purdue's HR ADA Coordinator, whose contact information is listed on this page.

*In all other cases, event hosts should coordinate these services from vendors with whom the University has contracts. Event hosts are responsible for funding.*

- **Student organizations** who host events should request funding support from the Student Activities Office (**SAO**).
- **Faculty and staff** who host events should request funding support from their department.
- In extreme circumstances, units should contact the **Office of the Provost** for funding assistance.

## HELPFUL CONTACTS, WEBSITES, AND RESOURCES

### Disability Resource Center

[\*\*drc@purdue.edu\*\*](mailto:drc@purdue.edu)  
[\*\*purdue.edu/drc\*\*](http://purdue.edu/drc)

### Purdue's ADA Coordinator

[\*\*equity@purdue.edu\*\*](mailto:equity@purdue.edu)  
[\*\*purdue.edu/oie/index.php\*\*](http://purdue.edu/oie/index.php)

### Employment Accommodations

[\*\*erquestions@purdue.edu\*\*](mailto:erquestions@purdue.edu)  
[\*\*purdue.edu/hr/ADA/index.php\*\*](http://purdue.edu/hr/ADA/index.php)