

# INCLUSIVE PROGRAMMING

As part of the university's efforts to create welcoming and inclusive spaces, this handout focuses on ways to design programming that is inclusive for individuals with various disabilities.

## 4 things you can do to promote inclusive programming:

1

### **Include an Accommodation Statement in your event advertisements:**

*"For questions about accessibility, or to request an accommodation for this event, please contact [name] at [voice] or [email]. Requests should be made at least [ ] days prior to the event."*

If you receive requests, you do not need to inquire about the specific details of the individual's disability. Instead, provide more information about the event and ask the individual to identify their needs. If external assistance is needed, know where to go for help.

2

### **Consider accessible forms of communication:**

*Social networking sites and email*

If images are used (an image of an invitation, for example) all of the text on the image should be included in the body of the email or in the description of the social media post.

*Offer alternative formats*

For print materials, make sure the font is at least size 12, and use a sans serif font. Offering digital materials or large print should also be considered. Be sure you are using means other than color to convey information, and be sure your materials have good color contrast.

*Close caption your videos*

Any videos or films shown during your event, or any promotional videos, should be closed captioned. You can add your own captions to YouTube and Facebook videos (captioning tutorial: <http://ncdae.org/resources/cheatsheets/youtube.php>)

3

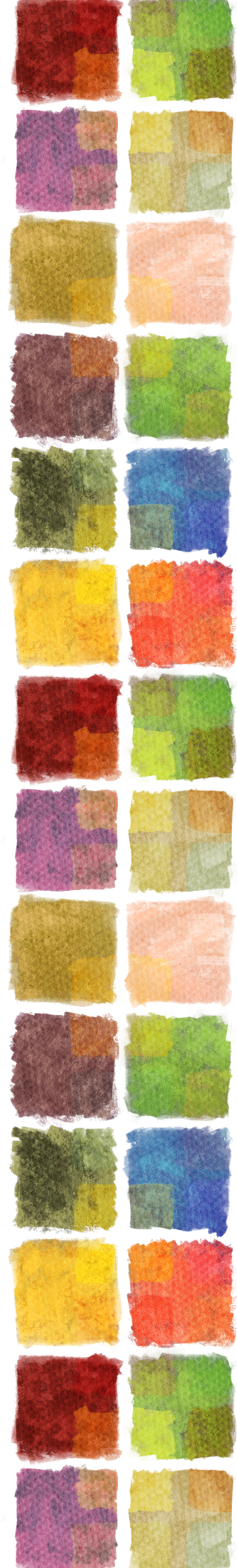
### **Accessible meeting considerations:**

*Signage and furniture arrangement*

Event signage should clearly direct attendees to the location of accessible entrances and restrooms. Consider accessible seating and table set up to allow room for mobility devices.

*Food and transportation*

If food is provided, consider those with food allergies (consider choosing meal options with ingredients that are separated, and label all ingredients). If travel is provided, be prepared to provide accessible transportation.



# 4

## Create a welcoming environment:

- Use person-first language (i.e., "person with a disability" instead of "disabled person"; "wheelchair user" instead of "wheelchair bound").
- Always ask a person if help is needed - don't assume a person with a visible disability needs help.
- Keep in mind that the majority of disabilities are invisible, so you may receive requests from someone who doesn't appear to have an access need - take all requests seriously.
- If someone is using an interpreter, speak directly to the individual, not the interpreter.
- A person's mobility device is part of their personal space - don't touch without their permission.

## Campus Resources

### Center for Instructional Technology: Technology Accessibility Department

Workshops and consultation on various ways to make electronic information accessible; captioning grants available

<https://accessibility.ua.edu/> or [mfgreen1@ua.edu](mailto:mfgreen1@ua.edu) (Melissa Green)

### Heather Baker

Web Developer, External Relations, Division of Student Life

Assistance with accessible web content

[habaker@ua.edu](mailto:habaker@ua.edu)

### Office of Disability Services

Provides academic accommodations to students with disabilities, can provide some consultation regarding accessible programming

[www.ods.ua.edu](http://www.ods.ua.edu) or [ods@ua.edu](mailto:ods@ua.edu)

### UA Campus Accessibility Map

Enable the ADA accessibility layer to display accessible building entrances, parking spaces, and all gender restrooms

<https://www.ua.edu/map/>

### Office of Equal Opportunity Programs

coordinates ADA and Section 504 compliance for the campus

<https://eop.ua.edu>

To report an accessibility barrier, call 205-348-5882

