Oregon
Humanities

Oregon Humanities Event Accessibility Guide

We're excited to have you host one of our programs' events! Here you will find guiding questions for thinking about accessibility around your event, including your host duties, how you communicate about your event, and the conditions surrounding your event.

Below are lists of initial screening questions to consider when planning your event. They are organized by category (in-person and virtual) with subsections noted in the document outline on the left-hand side. We encourage you to share the answers to these questions when marketing your event on your website, in email communications, etc.

For all events:
- **Who is the contact person for accessibility questions or requests?**
- **How much advance notice is needed to respond to accessibility requests? (e.g. time to arrange for an ASL interpreter, time to adjust for dietary restrictions with catering)**

IN-PERSON EVENTS

Arriving at the Venue

- What parking is available at or near the venue?
- Is there ADA designated parking?
- What are the closest public transit stops?

About the Venue/Space

- Are there any steps to enter the building? How many? Are there handrails?
- If there are steps to enter the building, does the venue have a ramp available?
- Can a wheelchair user navigate the entire building (e.g. doors are at least 32 inches wide, hallways are at least 36 inches wide)?
- If multiple floors will be used for the event, is there a working elevator?
- Are there all-gender ADA accessible restrooms or single-person restrooms?
- Is there seating available for guests? What kind of seating (with and without arms, wheels/no wheels, etc.) Do participants need to make arrangements beforehand?
- If there are tables available for guests, are they at the appropriate height for a wheelchair user (28–34 inches from the floor)?
- Is there adequate lighting (bright, consistent, minimal glare) in all areas that guests will be participating in?
- Are emergency exits accessible and easily found?
- Are the doors to the space automatic?

- Are doors easy to open?

Program Structure/Design

- What is the expected sensory experience for participants?
- Will there be breaks during the event? Are they long enough to allow folks with mobility needs to get between spaces?
- Will participants be required to talk in public?
- Will microphones be used by speakers/presenters?
- Will assistive listening devices be available?
- How much advance notice is needed to have an ASL interpreter in attendance?
- Will presenters use visual descriptions in their introductions?
- Will there be food and/or drinks? Who should participants contact for dietary needs/requests?
- Will there be fragrance in the space? What kind?
- Are masks required/not required/recommended?
- Do you have a person designated and easily identifiable as a point of contact who is able to assist folks with accessibility needs?

ONLINE EVENTS

- Will there be breaks during the event? How frequently and how long?
- Will there be reflective writing activities? Should participants have paper and a writing tool on hand for these?
- Will the audio/visual portions of the event be captioned?
- Will the presentation/event be recorded and shared after the event? (e.g. the video call itself)
- Will the audio/visual components of the event be recorded and/or shared after the event? (e.g. a slideshow presented during the event)
- Will presenters/facilitators use visual descriptions in their self introductions?
    - This might look like: "Hello, my name is [say your name], I use [say pronouns] pronouns, I am a [say something about your heritage] I have [share about your hair, eyes, skin] and I am wearing [describe your clothing]."
- Questions you can ask to help prepare participants:
    - What will help you join the virtual event with people you may or may not know so that you can listen, ask questions, and work on activities by yourself and with others?
    - What do you want from your physical space? A beverage, windows, your favorite chair?
    - What do you need logistically? To practice using Zoom with a friend, to wear headphones to help you hear, to be close to your internet source?
- Does the event include participant engagement?

- ○ You might invite participants to make the experience more rich for everyone by participating with cameras on if they are able, use the chat to ask questions and share reactions, and use the emoji reactions to let others know how the information is resonating with them.

RESOURCES

Below are some additional resources to keep thinking about accessibility as an event host. Having an accessible and welcoming event environment is not a destination, but an ongoing journey, and there is new information every day.

- [Here's an example of one our event listings with accessibility language included.](#)
- [Accessibility Center from Arts Midwest](#): "resources designed to help arts and cultural organizations in making programming, services, and communications more accessible."
  - ○ Includes overview, toolkits, handbooks + checklists, section on digital accessibility, etc.
- [ADA Checklist for Existing Facilities](#)
- [Zoom Accessibility Features](#)
  - ○ There are lots of videos about how to use Zoom on Youtube. [Here's one of our favorites](#).
- National Endowment for the Arts' [Accessibility Planning and Resource Guide for Cultural Administrators](#)
  - ○ This is a lengthier resource to guide a cultural organization's strategic planning around internal and external accessibility work.
- Article: [8 Free Web-Based Website Accessibility Evaluation Tools](#)

We recognize this isn't a comprehensive list and invite you to send additional resources so we can consider and add them. Please send any suggestions to programs@oregonhumanities.org.