



# POSNER CENTER

FOR INTERNATIONAL DEVELOPMENT

## Event Organizer Accessibility Guide

The Posner Center is committed to making all events accessible for our vibrant community.

If you are hosting a hybrid event where speakers and/or participants will be attending both virtually and in-person, all of the below accessibility actions apply.

Please find the Posner Center speaker and facilitator guidelines available [here](#).

	Virtual	In-Person
Provide this guide to all Speakers and Facilitators of your event: <a href="#">Posner Center Speaker and Facilitator Guidelines</a>	x	x
Include the below statement about accommodations in all events, and a form field where registrants can indicate any needed accommodations. Set a reminder to review accommodation requests in advance to ensure you can accommodate. <i>The Posner Center for International Development is committed to accessibility and inclusion for all people. We use <a href="#">Zoom's Live Transcription feature</a> during all virtual events. To request additional accommodations or for questions about accessibility, please contact Lauren Andraski at <a href="mailto:lauren@posnercenter.org">lauren@posnercenter.org</a> or 720-515-9071.</i>	x	x
Make marketing & promo materials available in a variety of formats. Marketing material should be provided in languages that will be supported during the event  Printed materials: Make Large Print (16-18px font) versions of printed marketing material available upon request/when needed Promotional videos: Include captioning wherever possible Photos/visual elements with significant meaning are described in accompanying text	x	x
Include affordable and/or flexible ticket pricing for events	x	x
Ensure payment options are accessible for all countries & currencies (Paypal, for example, does not work in Ghana, but Express Pay and Interpay do)	x	x

Use closed captioning or a live transcript service. This is available for free via <a href="#">Zoom</a> and <a href="#">Google Meet</a> , though the transcription is not 100% accurate. If using Google Meet, tell participants how to turn on closed captioning, as it must be turned on by each participant	x	
To accommodate participants with low internet bandwidth, share international phone numbers for dial-in options, provide slides and other materials in advance, and record sessions for participants to watch later	x	
Share parking & accessibility information with event attendees, at <a href="https://posnercenter.org/our-home/visit-us/">https://posnercenter.org/our-home/visit-us/</a> . This information is already included in the Speaker & Facilitator Guide		x
Determine and share a childcare plan with speakers and participants		x
Provide some brochures, maps, or schedules in large print for access during the event		x
Work with vendors to ensure that everyone has access to food, drinks, merchandise, and services depending on participants' needs shared at event registration		x
Ensure aisles are at least 36 inches wide to accommodate wheelchairs, with 60" minimum diameter to turn		x
Information & Registration desks should be no higher than 36" and at least 36" long		x
Ensure all inaccessible doors (corral, offices, flex rooms, meeting rooms) will be left open or staffed to be accessible		x

## Resources

- Remote Events: <https://accessibility.huit.harvard.edu/hosting-accessible-remote-meetings-and-events>
- ADA: <https://adata.org/guide/planning-guide-making-temporary-events-accessible-people-disabilities#CHAPTER%20Two%20%E2%80%93%20Planning>
- NYC Mayor's Office for People with Disabilities: Accessible Virtual Meetings Guide: [https://www1.nyc.gov/assets/mopd/downloads/pdf/virtual-meetings-accessibility-guide\\_05-01-2020.pdf](https://www1.nyc.gov/assets/mopd/downloads/pdf/virtual-meetings-accessibility-guide_05-01-2020.pdf)
- Internet Society: <https://www.internetsociety.org/blog/2020/07/are-your-virtual-meetings-accessible-for-people-with-disabilities-start-with-this-checklist/>
- <https://amc.alliedmedia.org/how-to-virtual-amc/accessibility>
- <https://morganmevans.medium.com/want-to-facilitate-online-meetings-that-dont-suck-try-the-nesting-doll-approach-a1ea39a9e82b>