A USEFUL GUIDE FOR MAKING YOUR EVENTS MORE INCLUSIVE

INCLUSIVE EVENT GUIDE

COORDINATOR ROLE
When planning your event, we recommend assigning one person to coordinate accessibility and accommodations. Assigning one person to this task will streamline the event planning process. This person will:

• Assist with budgeting for accommodation requests
  • It is important to make sure that money is set aside for accommodations
• Act as the main contact person for accessibility questions and requests
• Receive, confirm, and track accommodation requests
• Place requests for interpreters and/or captioning at least 5 business days before the event
  • For larger events and/or events whose target audience may be individuals with disabilities, automatically request an interpreter
• Request any needed audio/visual equipment
• Assist with venue selection and assess common accessibility features
• Communicate accommodation arrangements with presenters and event staff
• Coordinate event materials for accessible distribution

DATE & TIME CONSIDERATIONS
• If the event is student focused, avoid the peak class times (often 10 - 2 pm most weekdays, however Fridays tend to be the quietest)
• Avoid scheduling events on religious holidays and during times of worship or prayer
• When possible, avoid other campus or non-campus events that might conflict with the target audience
• [Portland State University Events Calendar](https://www.psu.edu/calendar)

VENUE CONSIDERATIONS
• Explore conference spaces available on campus
  • [Conference and Event Services](https://www.psu.edu/services/conference-event-management) can assist with this process as well
• Ensure space is large enough for the event (Consider pathways wide enough for those using mobility aids to pass through easily - 4ft clearance is ideal)
• Ensure the space has accessible entrances (automatic door openers, no steps)
• Ensure elevators are available and in working order (if applicable)
• Assess restroom accessibility (accessible stalls, automatic door openers) and the availability of an accessible all gender restroom
• Review venue signage (Is multilingual and/or braille signage important for your event?)
• Assess the audio visual capability of the room (Will microphones, listening devices, captioning screens, etc. be needed?)
• Assess if there is adequate accessible parking and access to public transportation
• Consider providing a variety of seating and table options
• Evaluate emergency protocols and understand protocols and resources for individuals with disabilities ([Environmental Health and Safety](https://www.psu.edu/ehs) and [Emergency Management](https://www.psu.edu/emergency) are helpful resources)
• Connect with [CPSO](https://www.psu.edu/police) to find out hours for building access
ALL MATERIALS

- Use a sans serif font with 18 pt. at a minimum for a standard font and 14 pt. as a minimum for a bold font
- Use contrasting colors to make materials easily readable (an online color contrast checker can assist with this)
- Avoid using images that include embedded text as screen readers cannot read text within images
- Avoid elaborate backgrounds or patterns that may make print more difficult to read
- Ensure that electronic materials are accessible (learn how on our Accessibility Webpage)
- Consider having a diverse group of people review materials before distributing
- Ensure marketing materials reflect the diversity of our campus, both with language (consider printing in multiple languages) and images

EVENT MATERIALS

- Gather presentation materials early to allow for conversion to alternative formats and distribution to individuals who need accessible materials
- Make sure videos are properly captioned
- Format slides with text at the top for easier viewing
- For question and answer portions, consider using multiple methods for interactions (microphones, paper and pencil questions, Sli.do to allow for input via phones or laptops)
- Consider providing different color name tags or lanyards to distinguish those who do not wish to be filmed or photographed

ADVERTISING

- Utilize University Communication's Marketing webpage to help with your event marketing strategy
- Provide event accessibility information on flyers as well as who to contact to request accommodations
- Include PSU's Fragrance Free Value Statement on materials
- Consider creating an accessible online request form for accommodations
- Consider providing links for Livestream options or provide a recording after the event has concluded (these can also be added to social media pages)
- Indicate on flyers if the event will be photographed or live streamed and that people can opt out of being photographed or filmed
- Consider your anticipated attendee population. If appropriate:
  - Indicate if childcare will be available
    - Little Vikings has options for event childcare on campus
  - Indicate if food will be served and include dietary considerations provided or contact information for specific dietary requests
  - Indicate if language interpreters/translators will be available and who to contact to request interpreters/translators
  - Indicate “target” audience (students only; students, faculty, and staff; community, etc.)
  - Create multilingual flyers and event materials
FOOD CONSIDERATIONS (IF APPLICABLE)

- Include considerations for various dietary needs (gluten-free, lactose-free, vegetarian, vegan, kosher, halal, etc.)
- Provide lightweight dishware
  - For events with under 75 attendees, check out Campus Sustainability’s Green Party Kit
- If buffet-style food is served:
  - Place a menu at the beginning of line with food items and dietary restriction information
  - Clearly mark common allergens on the dishes and keep specialized options separate
  - Consider having multiple lines for better flow and access

PRESENTER(S) CONSIDERATIONS

- Consider having diverse representation on panel(s)
- Inquire about any accessibility needs of the presenter(s)
- Encourage presenter(s) to:
  - Always use a microphone
  - Introduce themselves by name and pronouns
  - Repeat audience questions before answering them
  - Describe images and explain visual presentation content
  - Avoid abbreviations and jargon
  - Consider audience and their diverse experiences
  - Be mindful of who is represented in the presentation (Is it diverse and inclusive?)

FINAL PLANNING CONSIDERATIONS

- Confirm audio/visual equipment requests
- Confirm interpreter/captioning requests (Requests need to be made at least 5 business days before event)
- Confirm accessible furniture needs (ramp to the stage, various seating and table options, etc.)
- Review presentation/event materials and provide accessible formats to participants before the event, if needed
- Review agenda and distribute to participants, if needed
  (If applicable, consider listing the amount of walking/physical activity anticipated)

Created by Portland State University Global Diversity & Inclusion.
Please contact them with any questions: email: diversity@pdx.edu, phone: (503) 725-5919.
**PREPARING THE SPACE**

- Ensure needed accessibility features are operational (power door buttons, elevators, accessible bathroom stalls, etc.)
- Post signs to direct guests to event and venue facilities (Avoid abbreviations and consider multilingual signs)
- Post signs indicating if the event will be photographed or recorded (Consider providing a visible option for opting out e.g. different colored name tag)
- Check that decorations do not block pathways (Also consider potential health risks of decorations like strobe lights, fog machines, latex balloons, etc.)
- Consider crowd flow to check-in area, food table, or other event activities (Where do the lines begin and end, will other areas be blocked?)
- Ensure check-in process is inclusive (Consider potential amount of noise, number of staff, and table height)
- Be flexible with background music (Music can impact ability to communicate)
- Reserve and clearly label seats for those requiring American Sign Language (ASL) interpreters or captioning with a clear line of sight to captions or interpreters (often at the front)
- Consider having volunteers posted at entrances to direct guests and provide accessibility / accommodation information
- Ensure that needed accessible furniture is in place (ramp to stage, various seating options and table heights, etc.)

**EVENT ANNOUNCEMENTS**

- As part of the welcome statement include the PSU Land Acknowledgement
- Ask guests to include their name and pronouns on name tags
- Announce if event will be photographed, taped, or live streamed
- Provide clear directions to emergency exits and discuss relevant protocols
- Provide clear directions to accessible and all-gender restrooms
- Discuss any content warnings and encourage guests to take breaks for self-care
- Invite people with specific dietary needs to get their food first (if applicable)

**CONSIDER CREATING AN EVENT KIT**

- First aid kit with latex free supplies and ear plugs
- Extra event supplies (unscented markers, blank name tags, presentation items, etc.)
- Unscented bathroom and cleaning products
- Bike tire pump and patch kit for bike or wheelchair tires
- Garbage bags and bins
- Water bowl for service dogs
- Door stops (do not use for fire doors)
- Extra phone charger