



Burlington Advisory Committee on Accessibility
Revised: July 2014

Accessible Meeting/Event Checklist

Are you creating an event or meeting in the City of Burlington? Please make it as accessible as possible for all residents, visitors, and staff. Here is a planning checklist to help ensure that your event is open to all who may wish to attend...

Pre-Meeting/Event Arrangements

- Does the invitation give information about what services are available and how to request such services for the meeting/event?
- Does the invitation use language that helps the reader feel able to participate fully in the meeting regardless of disability?
- Can you accommodate an ASL interpreter request?
 - Many interpreters charge \$40-\$50 per hour, which may include preparation. This expense should be calculated into a project or event budget early.
 - Best practice is to book an interpreter as soon as possible and then cancel if services are not requested approximately five days in advance, depending on the timing of the invitation.
 - A list of ASL interpreters is provided in the resource section below - if you are having trouble booking one on your own, you can go through the Vermont Interpreter Referral Service, but note that this involves a service fee.
 - To help an interpreter prepare, have a written agenda and all documents to be discussed available to them when making the service request. Send out a written agenda before the meeting/event
- Are the directions for getting to the meeting space or venue clear for all participants, including those with mobility and vision impairments?

Accessible Meeting Location

- Is there available accessible parking near the location with an accessible route to the building, regardless of weather?
- Are there accessible drop-off areas (bus stops, etc.) near the site?
- Is the route from the building entrance to the room accessible?
 - Make sure there are no required stairs to gain access. There should be accessible entrances, floor transitions, and lever door hardware.
- Are there accessible restrooms and drinking fountains?
- Does your venue recognize the ADA requirement that service animals be allowed to enter the building?

Accessible Room Set-Up

- Does the room layout allow for unobstructed movement?
 - 36" aisles and accessible maneuvering spaces for people using wheelchairs or other mobility devices.
 - Elimination of protruding objects to allow safe use by people with vision impairments.
- Are there seats that are designated and have extra space for people who use wheelchairs with adjacent companion seating?
- Is the registration and/or refreshment table accessible?
- If the stage is raised, is it accessible to all speakers?
 - If a podium is used, it should adjust based on the speakers needs.

Accessible Presentation of Meeting Content

- Is hearing assistive technology available upon request?
 - The Burlington Clerk/Treasurer's Office has equipment available for meetings in Contois Auditorium.
- If materials are handed out, is there a budget to provide them in alternative formats upon request (e.g. Braille, large print, CD)?
- Do introductions and opening remarks allow those who are blind or vision impaired to know who is in attendance and set context?
- If audiovisual presentations are used, are the visuals described for those who are blind or low vision? Are films close captioned?

How to obtain services:

<u>Name of Organization</u>	<u>Service</u>	<u>Contact Info</u>
Vermont Center for Independent Living	General Guidance, Advocacy	802-861-2896 (voice) 866-970-3107 (Videophone)
Vocational Rehabilitation Interpreter List	ALS Interpreter Contacts	http://vocrehab.vermont.gov/programs/rcd/interpreters/
The Vermont Interpreter Referral Service	ALS Interpreter Referrals (fee involved)	Tel: 802-254-3920 (V/TTY) Video Phone: 802-275-0104 (VP) VIRS@sover.net
New England ADA Center	General Guidance, Advocacy	1-800-949-4232 http://www.newenglandada.org/
Burlington Advisory Committee on Accessibility	City Outreach, Communication	Kesha Ram kram@burlingtonvt.gov
Special Services Transportation Agency	Transportation	802-878-1527
Howard Center	Mental Health Supports	802-488-600