

Event Requirements Checklist for Ensuring Meeting/Event Accessibility

- Prior to committing to a meeting/event site, evaluate the accessibility of the facility that will be used for any aspect of the meeting/event. An accessibility survey of the site should be conducted by a Forest Service employee knowledgeable about the facility accessibility requirements.
- On all printed and website notices provide an opportunity for individuals to request sign language interpreter as well as other disability related assistance. Add the following statement to any communications, announcements, or flyers about your meeting/event:

“If you have questions concerning special needs or to request sign language interpreter, contact (name) at (phone# - voice), (phone# - TTY), dial 711 from a TTY for relay service, or email (email address), by (deadline for request).”
- If sign language interpreting and/or computer assisted real time (CART) captioning requests are made, contact an interpreting service early in the process when scheduling these services for the deaf or hearing impaired. It is important that you are aware of the lead-time necessary to provide such services. Provide interpreters for public meetings when requested or for widely attended events, (example: public meeting with high level officials).
- Plan the room set-up to accommodate people with disabilities and equipment for accessibility (seats, space between rows and desks, entrance, egress, lighting, acoustics, accessible podiums and stages, etc.) Ensure that space, lighting, and acoustics are adequate for sign language interpreters or services. Identify an integrated seating area for attendees that are deaf or hearing impaired. Refer to the U.S. Department of Justice resource: **Accessible Information Exchange: Meeting on a Level Playing Field** at <http://www.ada.gov/business/accessibilemtg.htm>.
- Video and multimedia productions must be captioned if they are used to support the agency’s mission, regardless of format, and contain speech or other audio information necessary for the comprehension of the content. In accordance with 36 CFR, Part 1194, all video and multimedia productions containing visual information must be audio described. Contact The USDA TARGET Center at (202) 720-2600 (voice/TTY) to arrange for requested captioning services during video teleconferences.
- Ensure hard copy information is/can be provided in alternative formats such as large print, disks, or Braille when requested in advance of the meeting or event. Contact the USDA TARGET Center at (202) 720-2600 (voice/TTY) to arrange for Braille.
- Arrange for assistive listening devices when requested in advance. Contact the USDA TARGET Center at (202) 720-2600 (voice/TTY) for advice on models.
- Always consider transportation to events or meetings. Hold meetings or events close to transportation routes whenever possible. If transportation is provided to all participants, provide accessible transportation for participants with disabilities.
- If the meeting attendees must depend on local restaurants and establishments for meals, scope out accessibility for participants.
- At locations where absolutely no accessible meeting sites are available (such as some remote sites), take every action to ensure people with disabilities have an equal opportunity to participate.

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- Include the USDA Non-Discrimination Statement on the notices or, if space is limited, the alternative statement: "USDA is an equal opportunity employer and provider." Display the "And Justice for All" poster prominently in the facility during the session.
- Ensure outreach is made to minority constituents who may not be frequent customers of Forest Service programs.
- Distribute a comprehensive special needs request form with the pre-registration materials when pre-registration is required for a public or employee meeting, training or event. Example:

I will need the following accommodations in order to participate:

ASL Interpreter Assistive Listening Device Wheelchair Access Large Print Braille

Audio Cassette Disk (List Format) Open Captioning Special Diet (List specifics)

Other (Describe)

(05/31/11)