



# Standard Administrative Policy and Procedure

**Subject: Public Event and Program Accommodations**

**Number:**

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## I. PURPOSE

As the land grant institution for the State of Wyoming, the University of Wyoming is committed to maintaining an inclusive and accessible environment across all of our programs as part of its mission including to members of the public. Consistent with this commitment, the University complies with the Americans with Disabilities Act as amended in 2008, including providing reasonable accommodations for campus programs and events to individuals with disabilities.

## II. DEFINITIONS

**Event:** A planned, organized public or social activity or program sponsored by the University open to the University community and/or the public. An event may include but is not limited to, conferences, seminars, forums, receptions, performances, academic lectures, student organization meetings, virtual events, graduation ceremonies, and sporting or athletic events. Excluded from this definition are activities that occur outside of the United States of America.

## III. POLICY

### A. Role of Event or Program Sponsor

1. The event or program organizer from the sponsoring University department is responsible for making the event reasonably accessible and providing requested disability-related accommodations, which includes paying for any associated expense of an accommodation.
2. The advertisements and publications for the event or program should contain the following statement: “Guests or members of the public attending university-sponsored events or programs who would like to request disability accommodations are requested to make the request to the University’s Disability Support Services office at (307) 766-3073 or [udss@uwyo.edu](mailto:udss@uwyo.edu) as early in advance of the event or program as possible.”

3. Event and program organizers are encouraged to review the University's Accessible Event and Program Best Practices Guidelines materials included in Attachment A.
4. The University Athletics Department is able to directly facilitate many accommodations throughout its facilities. The Athletics Department may opt to provide a direct athletics contact person for accommodations requests in its advertisements for programs and events rather than the University's Disability Support Services Office. However, the department may also consult with or direct specific requests for reasonable accommodations for processing to the University's Disability Support Services as needed.

**B. Reasonable Accommodation Process**

1. Any individual, including visitors to campus, who requires a disability-related accommodation should contact the University's Disability Support Services Office (DSS) and should provide the University with reasonable notice in advance of the event or program. The University asks that requests be made at least two weeks in advance of the event. Advance planning and early submission of an accommodation request will allow proper time for UW to coordinate the requested services. The University cannot ensure accommodations on less than two weeks' notice.
2. Once a request for accommodations is received by the Disability Support Services Office, DSS will work with the individual making the request as well as the sponsoring University department regarding the request in order to make a determination regarding the request.
3. Similar to workplace accommodations, the University is not required to provide the specific accommodation requested. No accommodation shall be required if the accommodation would fundamentally alter the nature of the event/program or result in undue financial or administrative burdens.
4. Prior to denying a reasonable accommodation request, DSS must consult the University's ADA Coordinator or designee. The ADA Coordinator or designee must approve the denial of an accommodation request. The University's determination regarding the request is final.
5. Individuals who believe that they have been subjected to or witnessed discrimination prohibited by the ADA/Section 504 and the University's Equal Opportunity, Harassment and Nondiscrimination Policy may contact the University's EORR office at [report-it@uwyo.edu](mailto:report-it@uwyo.edu). Individuals who are considering bringing a complaint with EORR may at any time meet with the DSS Director or ADA Coordinator to discuss the matter and try to resolve the matter.

#### **IV. APPLICABILITY OF POLICY**

This policy applies to requests by the public or visitors for reasonable accommodations to University public events and programs. Enrolled students who are requesting reasonable accommodations in the academic setting should make those requests through the University Disability Support Services office. Employees of the University who are requesting accommodations to enable them to perform the duties of their job should make those requests through the University's Human Resources Office.

**Responsible Division/Unit:** Vice President for Student Affairs

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** None

**Approved:** 3/16/2022

## ATTACHMENT A

### Accessible Event and Program Best Practices Guidelines

Attentively creating an accessible event benefits not only individuals with visible or known disabilities, but also helps to ensure that all participants/attendees, including individuals with non-obvious disabilities and/or chronic health conditions, and people of all ages and body types, are able to fully engage in the program. Under the Americans with Disabilities Act the University of Wyoming is required to provide access to programs and services to all qualified participants regardless of disability. Below are a set of general guidelines for planning an event or program event so that planners have the tools they need to think proactively about delivering an inclusive experience to all participants. The list is not exhaustive. If you have questions regarding planning an accessible event please feel free to contact either Disability Support Services or the University's ADA 504 Coordinator.

#### 1. Advertising the Event

When sending out invitations or notices, include a welcome message to let invitees know they can contact the University's Disability Support Services (DSS) regarding accommodations. Refer the public and/or guests to DSS if they request accommodation. Typical accommodations that participants may request for an event or program include assistive listening devices, captioning, reserved or priority seating, large print, advanced copies of slides or materials, wheelchair access, scent-free rooms, braille materials, ramps for the main stage, microphones for speakers, and diet restrictions. DSS will work with the sponsoring unit on any requested accommodations.

Your message in the advertisements for the event or program should include the following language:

*“Guests or members of the public attending university-sponsored events or programs who would like to request disability accommodations are requested to make the request to the University's Disability Support Services office at (307) 766-3073 or [udss@uwyo.edu](mailto:udss@uwyo.edu) as early in advance of the event or program as possible.”*

One or two days before your event or meeting, send out a reminder about refraining from wearing strong fragrances.

#### 2. Check Venue in Advance

Consider these features when inspecting and selecting your meeting/program/event space:

##### **VISIBILITY: CONSIDER THOSE WITH IMPAIRED SIGHT.**

- Provide clear signage (identifying location and directions)
- Select a well-lit meeting space and adjacent areas
- Use a projection screen visible from all seating
- Consider locations of accessible restrooms, quiet rooms, elevators,

- accessible exits, and rooms labeled in Braille
- Use accessible promotional materials and supplementary information e.g. larger fonts, good contrast between background and text including the colors, etc.
- Provide supplementary texts of speeches/presentations in advance when possible

#### ☐ **ACOUSTICS: CONSIDER THOSE WITH HEARING IMPAIRMENT**

- Use a Public Address (PA) system and /or roving microphone.
- Limit unnecessary background noise or music
- Have priority seating available near presenter for lip reading
- Consider using assistive listening devices and/or interpreters
- Provide closed captioning

#### ☐ **MOBILITY: CONSIDER THOSE WHO MAY BE IN A WHEELCHAIR OR HAVE OTHER MOBILITY IMPAIRMENTS**

- Think about accessible parking near the venue and the proximity to bus stops
- Look at ramps and/or elevator access
- Consider where are the accessible bathrooms
- Provide barrier-free pathways, wide doorways, and aisles to accommodate wheelchairs/scooters
- When considering set-up, do not have loose cables across walking areas
- Is there accessible integrated seating options for people with disabilities?
- Is the stage accessible?

#### ☐ **TECHNOLOGY: CONSIDER THOSE WHO MAY NEED TO USE ADAPTIVE DEVICES**

- Look for electrical outlets in accessible seating areas to accommodate devices, laptops, etc.
- Consider providing extra space or work surfaces
- **Think through special considerations for Virtual Events.**
  - Ensure all presenters/videos have captions.
  - Have a telephone-based teleconferencing connection available for participants that cannot use the virtual event technology or plugin. Remember that not everyone has full access to the internet.
  - Material shared online during presentations are not accessible to individuals using screen readers. If the presenter plans on sharing screens during their presentation, provide the material prior to the virtual event in an accessible format.
  - Consider and provide in advance the format being used to participants. **Zoom** – Zoom provides accessibility options, please visit the website for assistance in making this option more accessible. <https://zoom.us/accessibility>

- Consider providing ASL Interpreters and/or CART proactively for large and/or live streamed events
- Have an IT accessibility point person to help answer any questions before, during, and after the event.

**☐SERVICE ANIMALS: CONSIDER ACCESS AND SPACE FOR SERVICE DOGS**

Looks for visible, accessible, and comfortable spaces for those who use service animals.

**3. At Event**

Ensure that presenters are aware of UW’s commitment to disability-inclusive meetings, and ask them to prepare and deliver their presentations with accessibility in mind. In addition, those hosting the event should be aware of the various accessibility considerations.

**☐DESIGNATE**

At larger events or events with scheduled accommodations, designate someone from the sponsoring unit of the event to be responsible for prior approved accommodations coordinated through DSS for individuals with a disability as well as to help with other general accessibility considerations such as seating, captioning, maintaining clear pathways, technology or other needs. Attendants should be easily identified, introduce themselves, identify their role in the event, and be present to provide general assistance.

**☐PRESENTATIONS**

Presenters should have been provided with a checklist prior to the event requesting that their presentations be accessible to individuals. The needs may be determined on a case-by-case basis and tailored to the event. Considerations for accessible events and programs may include the presenter submitting materials in advance to the sponsoring unit (so that they can be forwarded by the University to individuals who may not be able to view screens or flip charts and be provided in large print as needed); verbally describing visual materials during their presentations(e.g., slides, charts, etc.); activating captions on any video used in the presentation; providing periodic breaks for longer presentations; and organizing breakout group activities to maximize the distance between groups (e.g. each group going to a corner of the room or side rooms). It is the sponsoring unit’s responsibility to have someone onsite who assists with the above.

**☐Q&A**

Those who may be tasked with providing roving microphones for questions or providing notecards of questions for those who choose not to ask aloud should be well-informed and visible to the audience. Make sure to repeat questions posted by the audience before responding, especially if there is not a roving microphone available. Presenters or audience members may express confidence that they are loud enough and do not need a microphone. Regardless, ask them to speak into one.

**☐FOOD:**

Clearly indicate allergens and gluten-free, vegan, vegetarian, or other options.