



All University of Idaho entities are responsible for ensuring that their programs, services and activities are accessible. This document offers a basic overview of accessibility considerations to think about when planning an event.

For further questions regarding accommodations, please contact the HR Business Partner team at hrbp@uidaho.edu or 208-885-3638.

Why is Accessibility Important?

Under the Americans with Disabilities Act (ADA), the University of Idaho is required to provide access to programs and services to all qualified participants regardless of disability. We strive to be inclusive to all members of our community including, but not limited to, those with disabilities.

Accessible events can enhance the experience of all participants by creating a more diverse group. Also, many accessibility considerations can benefit everyone—such as good lighting and sound, wide walkways, captioning, etc.

Event Planning Considerations

Timing

Avoid scheduling events during major religious holidays and festivals. Be mindful of the global community.

Parking and Access Route

Parking

- o Locate nearby ADA designated parking:
<https://www.uidaho.edu/infrastructure/parking/parking-maps>

Route and Entrance

- o Route from ADA parking to event entrance is flat and paved
- o A ramp is available if exterior steps lead to entrance
- o Clear signage to an accessible entrance is present (if main entrance is inaccessible)
- o The door is automatic or held open, or has a lever style handle (not a knob) and is relatively light
- o Exits are clearly identified and accessible

Event Location

The furniture is moveable, or in fixed seating areas, accessible seating options are available for participants with mobility disabilities

Interior walkways are wide (at least 36")

There is plenty of space to maneuver around tables. There should be no less than 48 inches

between tables, and they should not be higher than 34 inches.

If food is served, signage indicates food allergens and participants have the ability to make requests based on food allergies

Clear signage indicates the location of accessible restrooms, elevators, etc., that are closest to your event.

The lighting is good

Stage and projector screen are easily visible (if in use)

The acoustics are good. In rooms where audio will be amplified (microphones), assistive listening devices are available for participants who are hard of hearing

Reserved seating is available near the front for participants who are deaf or hard of hearing

Electric cords that cross walkways are covered

Access and space for service animals is available, along with toileting area for service animals.

Emergency exits are accessible and clearly identified, as are areas of refuge for individuals who may require rescue assistance

Fire and emergency alarms have both audible and visual signals

A sample section to include on registration materials: