Accessible Events Guide

University of California, San Francisco is committed to providing accessible and inclusive programming to all participants on- and off-campus and has a responsibility to do so under federal and state laws. This guide is intended to provide event organizers, faculty/staff, and campus administrators with the guidance necessary to proactively plan events that are accessible to all attendees.

Accessibility Statement  
It is essential that you include an accessibility statement on all event registration forms, fliers, electronic and print communications.

* To request an accommodation for this event, please contact [insert program/event contact person] at [insert program/event contact person’s email address] or [insert program/event contact person’s phone number] by [insert date, typically at least one week in advance].

# Food Accessibility

* Ensure all attendees are notified that food will be served.
* Identify who will be supplying the food/beverages for the event.
* Ensure they can provide common allergen free and food sensitivity choices (such as nut-free, gluten-free, vegetarian, vegan, etc.) for all food/beverage choices.
* If the event is using a vendor/caterer, ensure they can post the ingredients for their food
* If the event is using a vendor/caterer, ensure they can provide common allergen free and food sensitivity choices (such as gluten free, vegetarian, vegan, etc.) for all food/beverage choices.

Venue Accessibility  
The building location and event space or meeting room should be accessible to all attendees:

* Identify accessible entrances, ramps, elevators, and accessible restrooms.
* Ensure that the room, seating, and aisle spacing arranged so that attendees who are blind or have low vision, use a wheelchair or other mobility devices can move about safely and independently.
* Ensure the space is set up where attendees who are deaf or hard of hearing may need a loop system, reserved seating near the speaker, interpreters, or captioning.
* If tables or desks are used, ensure that adjustable-height options are available.

# Presentations Materials

* Program materials should be made available in audio, electronic format (Word format is preferred), (or in large print or braille per attendee request).
* Any films or videos, even those embedded in a PowerPoint or presentation, should be captioned.
* Presenters should describe visual aids, graphs/charts, and pictures utilized in their presentation.
* Presenters should always use a microphone and not expect the audience to let them know if they cannot hear.
* If the audience is asking questions without microphones, the presenter should repeat question or comment using the microphone.

Contact the events coordinator liaison to proactively identify resources and budget streams for any accommodations needed.