

Event Accessibility Coordinator Job Description

Purpose: To help the conference/ event exemplify hospitality and offer equal access to enable full participation of all attendees.

Relates to: Event Chair, Conference Planning Committee

Duties:

I. Prior to Event

1. Provides input to the planning committee on the adequacy of proposed meeting sites based on established criteria.
2. Reviews and revises the Accommodations Request form based on the location of the upcoming conference/ event and findings from previous years.
3. Develops Accessibility and Accommodations information to be included along with the Accommodations Request form in the preconference participant materials. Information includes potential problems that might be faced and directions for the closest accessible building entrance or parking at registration. The notice requests that persons submit an Accommodations Request form if they foresee any issues, and also check in with the Accessibility and Accommodations table during registration.
4. Reviews accommodation requests, corresponds with registrants to clarify requests as needed, and develops plans to address needs, e.g. posting signs to create additional accessible parking spaces, contracting with ASL interpreters or live captioners, providing written materials in large print or alternative format, and identifying and training volunteers to help with tasks like note-taking, pushing a wheelchair, etc. Arranges for a tactile campus map if needed.
5. If appropriate, arranges rentals or procures mobility devices such as a wheelchair, walker, and crutches to be available for use if needed.
6. If possible, completes an on-site visit, jointly with event planning staff, prior to the event to identify areas of concern. If not possible, reviews the findings from the site visit and recommends options to overcome barriers reported.
7. Confers with planning committee re: seating arrangements needed for meetings and meals.
8. Provides information to presenters on making their presentations accessible.
9. Educates planning committee and advocates for full inclusion.

II. During Event

1. Upon arrival completes a second site review to identify unforeseen obstacles, safety issues, and changes to the venue layout.
2. Posts or supervises posting of visible directional signage to help attendees locate the registration, meeting, and housing areas.

3. Reviews the shuttle and/or golf cart transportation options and plan, making sure that pick-up areas are marked and have seating available for persons waiting.
4. Reviews the conference accessibility set-up checklist with persons responsible, ensuring that the assisted listening system is set up where needed, that gluten-free bread is available for all communion services, and that meeting rooms have marked visitor sections that do not take away member accessible seating if voting is a concern.
5. Staffs an Accessibility and Accommodations table at registration in order to provide campus accessibility maps, explain the shuttle schedule/ system/ stops, explain types of accommodation available, provide 24-hour contact information, etc. Stays aware of people who may have support needs but have not requested accommodations.
6. Coordinates volunteers to assist with tasks like carrying luggage, providing site orientation, carrying plates at meals, etc.
7. Makes an announcement at the start of the first plenary session explaining accommodations available and requesting that persons who are having difficulty with hearing, mobility, seeing, etc. check in so that accommodations can be arranged.
8. Staffs the Accessibility and Accommodations table during the conference/ event plenary sessions, utilizing volunteers and pages as needed for assistance and communication.
9. Issues and tracks the use of assisted listening devices, ensuring that units are operational. Keeps extra batteries on hand, and uses a headset periodically to monitor the system.
10. Monitors meetings and workshops to ensure that accessibility standards are followed.
11. Listens to concerns and problem-solves accessibility issues and accommodation needs as they arise.
12. Provides support (and/or assigns volunteers to do so) to identified participants who need extra time, assistance (including with meals or housing issues), or other accommodations in order to participate.
13. Interviews participants who used accommodations to determine what worked and what could be improved.

III. After Event

1. Reviews findings from participant evaluations.
2. Compiles and submits an Accessibility Evaluation with a summary of what worked well and issues encountered, along with recommendations for future conferences.
3. Updates the Event Accessibility Set-up Checklist and other documents, if needed.

Compiled by Lynn Swedberg, MS, OTR/L, FAOTA, Disability Consultant