

JMU - We open [Automatic] doors

A practical guide for planning a universally designed campus event.

Accessible Event Planning

At JMU we pride ourselves on having a welcoming, open campus. The courtesy of opening doors is a hallmark of the JMU experience.

Whether visiting campus or planning an event we encourage universal design concepts and campus accessibility to ensure that the right resources are available so everyone feels welcome.

This practical guide will help you embrace these concepts by providing ideas and resources.

Universal Design

Universal design is the design and composition of an environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability, or disability.

Solicit Accommodation Requests

Include accommodation requests in:

- ✓ Call for Proposals
- ✓ Registration forms
- ✓ All pre-event communications

Sample Request: *"We want this program to be welcoming, accessible, and inclusive for all of our participants. Please describe any considerations (e.g., disability, wellness, cultural, dietary, etc.) you want us to know about."*

Be sure to provide contact info of the event's accommodation coordinator for questions and follow-up.

Accessible Media

Check that all publicity materials, including website and online registration forms, are accessible (e.g. utilize electronic text and not just PDFs). Provide the option of registration by phone. Learn more about creating accessible media at [JMU Accessibility](#).

Know your space

- Where is the accessible entrance to the building?
- Where is the nearest accessible restroom?
- Where is the nearest universal restroom?
- Is there an elevator?
- Is the event space entirely accessible, e.g. is there a stage that needs a ramp?
- Does your seating plan allow wide enough travel paths for a wheelchair?
- Are tables for meals and meetings at 34" or lower to allow for wheelchair access?

- If you expecting small children, where is the nearest baby changing station and are high chairs available?

Share the Info

Share event accessibility information in all promotional materials. Go to [JMU Accessibility](#) for campus accessibility information that includes information and links for:

- ✓ Venue/building accessibility
- ✓ Accessible parking map
- ✓ Interactive campus map with total accessible van and space counts

Presentation Considerations

Encourage presenters to follow accessibility guidelines:

- ✓ **Powerpoints**
 - Font size of 30 pt. or greater
 - Use sans-serif fonts
 - High color contrast, no use of gray
 - Provide a paper copy of PPT
 - Provide option to receive PPT after presentation via link or email
 - Describe important images and charts
 - Read aloud key text
- ✓ **Videos should include closed captioning**
- ✓ **Consider providing an ASL interpreter for keynote presentations.**

For additional resources for creating accessible presentations and hiring guidelines for ASL interpreters go to [JMU Accessible Event Planning](#).

Dietary Considerations

JMU Catering can accommodate guests with dietary restrictions including food allergies, celiac disease, or other medically-prescribed diets, as well as lifestyle diets such as vegan.

Contacts

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