Accessibility Checklist for Digital events AT UCI

UCI is committed to creating a universally inclusive environment. Ensuring accessibility for people with disabilities ensures UCI programs, including lectures, performances, workshops, symposiums, and meetings, are accessible to all. This document outlines questions to be asked and considerations involved from the initial planning through the delivery of the program to ensure a truly accessible experience for individuals with disabilities.

How does following these best practices affect people with disabilities? When event planners use accessible digital flyers, people with visual disabilities can receive the information about where and when an event will take place. Captioning means that people with hearing disabilities can better understand spoken words that are often the main form of communication during events. Reasonable accommodations create a collaborative problem-solving process where people with disabilities and event planners remove barriers to participation together.

This checklist uses terms that may be new to some people. The document Common Digital Accessibility Terms, a companion document to this checklist, defines these terms and includes links to instructional resources. The following documents will also help you understand digital accessibility:

* + [April 28, 2020 Zotmail from Associate Chancellor Kirsten Quanbeck and Vice Chancellor Tom Andriola on Digital Accessibility Resources](http://accessibility.uci.edu/coronavirus-message.php)
  + [Adobe](https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html) PDF Accessibility Page

If you have questions or would like consultation on accessibility issues, please feel free to contact Andrew Berk, ADA Coordinator by email at [anberk@uci.edu](mailto:anberk@uci.edu).

## **Publicity and Registration**

* Have you made your event website accessible according to Web Content Accessibility Guidelines [(WCAG](http://www.w3.org/TR/2008/REC-WCAG20-20081211/) 2.0 AA)?
* Is the text in electronic communications (emails, Facebook posts, Twitter posts, texts, online forms, etc.) typed rather than part of an image?
* Look at electronic communications about the event. Can you find the date, time, location, and description of the event just by reading the text?
* If communication through images is absolutely necessary, do the images have [alt text](https://webaim.org/techniques/alttext/) (tags behind the images that describe the image or information on it)?
* Are videos that are part of electronic communications captioned?
* Is the following paragraph displayed clearly on all forms of publicity and registration?

**For general accessibility information or to request a disability-related accommodation, contact [***insert name of person responsible for handling accommodation requests***] at [***email, phone number, registration page, etc.***]. Please request accommodations no later than [***Insert deadline that is reasonable for your department***] days prior to the meeting in order to ensure accommodations are available.**

* If you can request an accommodation through a website or by completing an online form, is that request method accessible?
* Is the poster, flyer, brochure, or email publicizing your event accessible?

WHY ACCESSIBLE PUBLICITY IS IMPORTANT: People with disabilities deserve to know about events happening at UCI just as much as their peers without disabilities. Publicity relying on things like digital messages consisting only of images without alt text deprive people with disabilities of opportunities to participate in campus culture. UCI welcomes everyone to participate in its events, and accessible publicity helps convey that message.

### **Event Format**

* Considerations for all events:
  + Are all written messages and materials that will be provided on the day of the event accessible?
  + Are they in a sans serif font?
  + Has anyone requested an ASL interpreter?
  + If there is an ASL interpreter, can the audience see the ASL interpreter at all times?
* Captioning:
  + Is the event using real time captioning?
  + If the event is recorded, who is cleaning up any captioning errors after the event?
* Is the event organized as a:
  + Panel or Lecture:
    - Does each person identify themselves by name when speaking?
    - Is there enough light to clearly see each speaker’s face?
    - If event uses breakout rooms, do they provide effective communication through captioning or some other means?
  + Performance:
    - If there is an ASL interpreter, did that person rehearse with the cast?
    - If scripted, are accessible copies of the script available to people with disabilities?
    - Is there audio description of the performance available to people with disabilities?

### **Event Presentation Materials**

* Written Materials:
  + Are the materials in an [accessible](https://webaim.org/techniques/fonts/) font that is easy to read on a computer screen?
  + Does all text have sufficient contrast with background colors? (Example: black text against a white background)

### **Technology**

* Which software/program is being used to host the event? \_\_\_\_\_\_\_\_\_\_\_\_\_
* Does this software/program provide accurate captioning?
* Does the software/program have support for video and audio recording?
* Can the software/program’s written chat messages be saved as text file?
* If the event allows audience participation, can participants use this software/program to signal that they want to speak (like the “raise hand” function in Zoom)?

**Participant/Presenter Accommodation Requests**

When a presenter or participant requests accommodations, what do you do? Follow the steps below:

* + Step 1: What is the requested accommodation?
  + Step 2: Can you provide the accommodation? If yes, skip to step 6. If no, continue to step 3.
  + Step 3: If not, what alternatives can you provide to address the limitation? If no alternatives found, continue to step 4.
  + Step 4: Is there someone in your unit /school/department who handles these issues and can assist you? If no, continue to step 5.
  + Step 5: If no one in your unit/school/department can help, please contact the resources below. Go to step 6 after using these resources.
    - For assistance with requests from students, please contact the Disability Services Center at 949-824-7974 or [dsc@uci.edu](mailto:dsc@uci.edu).
    - For assistance with requests from staff or faculty, please contact Human Resources at [eec@uci.edu](mailto:eec@uci.edu).
    - For assistance with requests from members of the general public, please contact Andrew Berk at [anberk@uci.edu](mailto:anberk@uci.edu).
  + Step 6: What is the final resolution for the requested accommodation? Who will make sure that the unit/school/department communicates with the requester and carries out the reasonable accommodation?
  + If someone requests captioning and the speaker refuses because their talk is copyrighted, please contact the ADA Coordinator at [anberk@uci.edu](mailto:anberk@uci.edu)

Additional Considerations

* Please use and share this checklist with others.
* Contact Andrew Berk, ADA Coordinator, at [anberk@uci.edu](mailto:anberk@uci.edu) if you have suggestions to improve this checklist.
* Don’t be afraid to ask questions if you are unfamiliar with the information provided in this checklist.