



## **Making Your CSW Parallel Event Accessible to and Inclusive of Persons with Disabilities**

### Advertising Your Event

- If you create and send out an e-mail flyer for your event, be sure to also include important information about the event in unformatted text in the body of your e-mail. This helps ensure that information about your event is accessible to people with visual impairments.
- Advertise that you are willing to provide reasonable accommodations and include contact information in your event advertisements, in case potential attendees have questions.
  - Ex. “If you have any questions or may require reasonable accommodations, please contact [me@myorganization.org](mailto:me@myorganization.org).”
- Consider asking potential attendees to RSVP to your event. This will not only provide you with contact information for attendees, but it will also give you a chance to ask about reasonable accommodation needs and to ensure that the event is not too crowded.

### Creating an Accessible Event Space

- Set aside space for attendees in wheelchairs or with other physical disabilities. Ensure the space is on the aisle and is easily accessible from the entrance to your event space.
- Put someone in charge of crowd control, to ensure an accessible path for ingress and egress from the event.
- Set aside seats in the front of the audience for those with visual impairments or those who may need to view the projection screen for simultaneous CART (closed captioning) or sign language interpretation.

### Providing Reasonable Accommodations

- Consider providing simultaneous CART (closed captioning) and/or sign language interpretation at your event.
  - Many CART and sign language providers can provide their services from a remote location if you have access to a WiFi connection and a projector.
- Consider limiting the number of attendees at your event. An overcrowded event can prevent a variety of people, including people with disabilities, from participating, due to space, comfort, and concentration issues.
- Every person is different. Be flexible and responsive in order to accommodate the needs of various people who attend your event, including persons with disabilities.

### Ensuring a Disability-Inclusive Conversation

- Invite persons with disabilities to participate as panelists or moderators at your event, even if they event is not specifically about disability.
- Use respectful and empowering language about disability at your event.
  - Some respectful terminology includes intellectual or development disability, psychosocial disability, physical disability, blind or visually impaired, Deaf or hard of hearing, and Deaf-blind, among others.



- When referring to persons with disabilities, default to using person-first language (e.g., people with disabilities, rather than disabled people).
- Ask any participants with disabilities what language they prefer, as persons with disabilities have different ways of identifying themselves.

*For further questions about ensuring an accessible and inclusive parallel event and additional resources, contact us at [a.mcrae@womenenabled.org](mailto:a.mcrae@womenenabled.org) or [a.holoboff@womenenabled.org](mailto:a.holoboff@womenenabled.org).*

### **CART (Simultaneous Closed Captioning) Service Providers**

**(DISCLAIMER:** The information below is provided for informational purposes only and is not an endorsement of any of these service providers)

#### ***Ai-Media***

Tony Abrahams  
info@ai-media.tv (24 hours)  
www.ai-media.tv  
Phone: +1 213 337 8552  
Live and Pre-recorded captioning & audio description  
(English, French, Spanish – other languages on request)

#### ***Alternative Communications Services (ACS)***

info@acscaptions.com  
Phone: 1-800-335-0911, Ext. 2,  
<http://www.acscaptions.com/>

#### ***All Hands in Motion***

Janice Rimler  
Phone: 718-997-0472  
allhandsinmotion@verizon.net  
<http://www.allhandsinmotion.com/>

#### ***Caption First, Inc.***

Patricia Graves  
www.captionfirst.com  
Phone: 877-825-5234  
[pat.graves@captionfirst.com](mailto:pat.graves@captionfirst.com)

#### ***StenoKnight CART Services***

Mirabai Knight  
Tel: 917-576-4989  
mkk@stenoknight.com  
<http://stenoknight.com>