Accessible Public Events at KU

All brochures, print marketing materials and website or email announcements for events (conferences, meetings, training sessions, etc.) that are University-sponsored must include a specific notice – of sufficient size and distinction so as to be effective – informing the public of how to request accommodations for the event. This should include the event organizer’s name, email, phone and TTY numbers. Departments may require up to 14 days’ notice for accommodation requests. (Template: “If you are in need of an accommodation due to a disability, please submit your request at least _____(timeframe, e.g., five days)____in advance of the event to _____. (event organizer’s name)_________. Email: _____ Phone: ______ TTY: 711”)

Event organizers are responsible for ensuring that all materials for the event are available to be put in an alternate format upon request, such as large print or Braille.

RESOURCES FOR PUBLIC ACCOMMODATIONS

**Sign Language:** Kim Bates is the KU Sign Language Coordinator, Academic Achievement and Access Center. Call 864-4064 to arrange for services. KU’s student handbook for additional academic interpreting requests contacted AAAC five business days in advance of the event. Sometimes Ms. Bates is able to arrange for an interpreter with less time (2-3 business days). If KU isn’t able to coordinate a sign language interpreter, the department will need to outsource the service. FYI, many Kansas City agencies are now charging a higher rate for requests that come in with less than 24 hours’ notice. Ms. Bates can provide you with some agencies if there are these kinds of last-minute situations.

**Computer Assisted Real-time Transcription (CART):** This service produces a transcript and may be projected during the event. 2020 Captioning: [http://www.2020captioning.com/](http://www.2020captioning.com/)

**Accessible Print materials:**

- **Large Print:** For Microsoft Windows documents- Press “Cntrl A” to select all words on page. Font size should be 16 point or larger. 18 point font is best.

- **Braille** – For visitors and staff accommodations, contact Independence Inc. by e-mail at: Braille@independenceinc.org For student accommodations, contact AAAC at 864-4064. Allow for one to two weeks depending on complexity of document.

**Captioned Videos:** Every effort should be made to only use captioned video in University-sponsored events. With sufficient lead time of _______ weeks, videos can be captioned by Marketing Communications, 864-8904 or via an outside vendor when the lead time is less than _____ weeks.
Other accommodations: Institutional Opportunity and Access at 864-6414.
Campus accessibility map:
http://www.disability.ku.edu/~disability/accessibleKU/accessibility_map.shtml