



MEMORANDUM

TO: Deans, Directors and Department Chairs

FROM: Ann E. Penn *Ann E. Penn*
Equal Opportunity/ADA Officer

DATE: June 6, 2006

SUBJECT: Accommodating Disabled Participants in University Sponsored Conferences/Seminars

University departments present numerous conferences, seminars, lectures and other events which are open to students, employees and visitors. The Americans with Disabilities Act (1990) and the Rehabilitation Act of 1973 requires the University to ensure that all sponsored events are accessible to individuals with disabilities.

As you may be aware, some University buildings are currently inaccessible to individuals with certain mobility impairments. Consequently, we recommend that all units sponsoring conferences, seminars, lectures or other events make every effort to ensure that the activity is scheduled in a University facility that is accessible. This recommendation may significantly increase the demand for use of some facilities that are accessible; consequently, it may be necessary to begin planning early to ensure that the preferred facility is available on the proposed date of the event.

Units sponsoring conferences/seminars are required to provide "services" and "accommodations" for self-identified disabled participants. Services include but are not limited to interpreters for hearing impaired individuals and note takers and/or tapes for visually impaired individuals. ***The cost for these services is the responsibility of the sponsoring unit.***

Please note that interpreter services for hearing impaired individuals participating in University sponsored activities may be difficult to arrange on short notice. Requests should be made 48 hours in advance of the event.

We recommend that all registration information regarding conferences/seminars include the following statement or a comparable one- ***Please indicate the accommodation(s) and/or service(s) you require to participate in this conference/seminar.***

The Equal Opportunity/ADA Office (100 Pettigrew Hall, 966-3576) and the Department of Disability Services (05 Steele Building, 962-8300) are available to provide assistance for departments planning conferences/seminars. Please contact either office as early as possible in your planning stage.

Please contact me if you have any questions regarding this matter.

c: Jim Kessler, Director
Director of Disability Services