# **Checklist for Planning Inclusive Events at Syracuse University**

Syracuse University is an inclusive community. Our varied services not only accommodate individuals with disabilities, but also recognize their potential to excel in both educational and career opportunities at Syracuse. The University supports these services by committing to the accessibility of the campus environment, facilities, and digital presence, including its websites, online communications, and technology. The University also commits to making other elements of its programming inclusive, accessible, and engaging to a broad audience. This checklist will assist in planning inclusive events at Syracuse University.

Scheduling and Collaboration

* Be mindful of religious holidays and events and of Christian and other forms of privilege.
* Collaborate with other offices/units or integrate your event into existing programming.
* Check the [SU calendar](https://calendar.syracuse.edu/) to determine potential conflicts.
* Choose an accessible location, either [virtual](https://answers.syr.edu/display/itslemp/Web+Conferencing+for+Events) (utilizing web-conferencing) or [in-person](https://ese.syr.edu/studentcenters/reservations/) (near accessible public transportation routes or on main campus).

Registration and Accommodations

* Determine if [CART and ASL interpreting](https://answers.syr.edu/pages/viewpage.action?pageId=43991479) will be needed; if scheduled, consult [ASL interpreting and/or CART guidelines](https://answers.syr.edu/display/ITHELP/Guidelines+for+CART+and+ASL+Interpreting) and secure [academic](https://answers.syr.edu/display/itslemp/Academic+Event+Support+and+Media+Production) or [student](https://ese.syr.edu/studentcenters/event-information/) AV support.
* Provide multiple ways to register (phone, email, online form) and collect information to contact participants in the event of an emergency.
* Indicate how to request accommodations and/or register, including a contact and deadline.
* Ensure any online registration forms and confirmation emails are accessible and usable.

Flyers, Advertising, and Social Media

* [Submit your event](https://calendar.syracuse.edu/) to the SU calendar.
* Create multiple alternate and accessible formats of flyers/posters for sharing, and images used should include [alt-text](https://answers.syr.edu/display/ITHELP/Image+Effects+and+Alt+Text) or image descriptions.
* Use relevant and accessible [social media conventions](https://answers.syr.edu/pages/viewpage.action?spaceKey=MARCOMM&title=Social+Media+Resources).
* Submit posters and flyers for [digital display](https://ese.syr.edu/studentcenters/reservations/digital-signage/).

Physical Access and Reminders

* Take into account multiple aspects of physical accessibility, including transportation, parking, building entrances, restrooms, signage, ramps, room set-up, dietary needs, and seating.
* Provide participants information on [cultural supports](https://inclusion.syr.edu/cultural-centers/) as well as any other [general wellness supports](https://ese.syr.edu/bewell/).
* Provide an array of accessible formats for all presentation materials—in advance, during, and after.
* Provide audience members with alternative formats to ask questions or provide feedback.
* Share tips with presenters on ways to make their [presentations accessible](https://answers.syr.edu/display/itsservapp011/Creating+Accessible+PowerPoint+Presentations) and provide tips for presenting accessibly.
* Films and videos should be captioned at minimum and audio-described, if at all possible.

**Helpful Links / For More Information**

* [A Guide to Planning Inclusive Events, Seminars, and Activities at Syracuse University](https://ese.syr.edu/dcc/resources/event-guide/) - A comprehensive access guide. (updated 12/2018)
* [Accessible Syracuse](https://www.syracuse.edu/life/accessibility-diversity/accessible-syracuse/) – Links to disability services and resources at the University.
* [Accessible Technology Toolkit](https://answers.syr.edu/display/ITHELP/Accessible+Technology+Toolkit) – Resources for content creators and event planners as well as links on the procurement of accessible ICT and accessibility services. (updated 4/19/2021)
* [ITS Accessibility Workshops/Webinars](https://answers.syr.edu/pages/viewpage.action?pageId=78644774) – Trainings on social media, email accessibility, and creating accessible presentations and documents. (updated 4/14/2022)
* [Syracuse University Major Events](https://majorevents.syr.edu/) - Resources and materials to support event planning and how to request additional support.

Portions of this checklist are based on information provided in the [A Guide to Planning Inclusive Events, Seminars, and Activities at Syracuse University](https://ese.syr.edu/dcc/resources/event-guide/) created by the Disability Cultural Center at Syracuse University.