

## Introduction

We are committed to ensuring that all participants have equal access to our professional conference. Our accommodations policy aims to provide an inclusive and supportive environment for everyone, including individuals with disabilities and those requiring special considerations. This policy outlines the procedures and available accommodations to meet the diverse needs of our attendees.

## Policy Statement

We strive to create a conference experience that is accessible to all. Our goal is to identify and address any barriers that may prevent full participation, in compliance with the Americans with Disabilities Act (ADA) and other relevant legislation.

## Scope

This policy applies to all conference attendees, including speakers, participants, exhibitors, and volunteers.

## Requesting Accommodations

### 1. Notification Period:

- Attendees are encouraged to request accommodations as early as possible, preferably at least 20 days before the conference. This allows us sufficient time to arrange necessary services and support.

### 2. How to Request:

- Accommodation requests can be submitted via the conference registration form, through email, or by contacting the conference's accessibility coordinator directly.
  - Email: [katie@acn-sa.org](mailto:katie@acn-sa.org)
  - Phone: 210-435-1000

### 3. Information Required:

- Full name and contact information of the attendee
- Detailed description of the required accommodation(s)
- Any relevant documentation to support the request (if applicable)

## Types of Accommodations

### 1. Mobility Accommodations:

- Wheelchair-accessible venues and seating
- Elevators and ramps for all multi-level areas
- On-site transportation assistance

### 2. Communication Accommodations:

- Sign language interpreters

- Real-time captioning services
  - Assistive listening devices
  - Written materials in alternative formats (e.g., large print, Braille)
3. Dietary Accommodations:
- Special dietary needs (e.g., allergies, religious restrictions) will be addressed with the catering services
  - Clearly labeled food items
4. Medical Accommodations:
- Access to refrigeration for medication
  - Designated quiet rooms for attendees needing a break
5. Other Accommodations:
- Service animal accommodations
  - Additional support as requested and feasible

## On-site Assistance

1. Accessibility Information Table:
- An accessibility information table will be available at the conference to assist attendees with any last-minute needs or questions.
2. Trained Staff:
- Staff and volunteers will be trained to assist attendees with disabilities and to address any accommodation-related issues promptly.

## Evaluation and Feedback

1. Post-Conference Survey:
- Attendees will be invited to provide feedback on the accessibility of the conference through a post-conference survey. This feedback will be used to improve future events.
2. Continuous Improvement:
- The conference organizers will review the feedback and make necessary adjustments to policies and practices to enhance accessibility for future conferences.

## Contact Information

For any questions or concerns regarding this policy or to request accommodations, please contact:

Accessibility Coordinator: Katie Benson

Email: [katie@acn-sa.org](mailto:katie@acn-sa.org)

Phone: 210-789-0526