

Making On-Campus Events Accessible at the Washington College of Law

I. Introduction

Reasonable efforts should be made to ensure that anyone with any type of disability is welcomed to attend an event, and fully participate in all associated activities at the Washington College of Law.

For all event materials, contact information for a point person

should be included. This information is important for attendees

who may require accommodations. The following is a list of

for advertising materials: If you would like to request a

modification or accessibility information, please contact

[PHONE NUMBER OR EMAIL ADDRESS]. Requests should be

submitted two weeks in advance of the event, if applicable.

Ensure all flyers are machine-readable for those who are blind or

unable to use the accessibility checker for Word Documents and

www.wclm.edu/oc/assac/tipforfaculty-howitz.cfm

Attendees of all associated activities to assess whether

participants to fully engage. Consider the needs of attendees who

audit or your learning experiences.

For that event organizers create a registration form that includes a

request for accommodations by certain date (usually two weeks

before the event).

III . Guidance in Responding to Accessibility Requests

If an attendee or participant requests an accommodation for understanding or carrying

out an activity, the provider should

captions, whether they are live or on-demand. On-demand captioning costs \$1 per minute after the video is edited, while live captioning costs \$150 per hour for the duration of the event.

If you have questions about funding for these services, please contact the Office Student Affairs (studentaffairs@wcl.american.nc)

ii. Providing Trigger Warnings

If discussing a particularly sensitive topic, such as one that discusses violence, assault, and other similar topics, consider providing a trigger or content warning to accommodate participants with conditions such as Post-Traumatic Stress Disorder.