



**INCLUSIVE
INNOVATION**
WEEK / APRIL 2 - 8
2018

**“If it’s not for all,
it’s not for us ”**

- Mayor Bill Peduto

Physical Accessibility Guidelines

- Ahead of time - **do your research**. If at all possible, choose an accessible venue. Note the location of the accessible entrance, accessible restrooms, and accessible parking/transportation, if applicable. Make sure to include and publicize all of this information in print and online advertising for the event.
- Include a **contact e-mail/phone number** for people with accessibility concerns/questions - and make sure that you respond. This should include the ability to request a sign language interpreter - note this, so that it’s explicit rather than implicit.
- At the event - **signage is key**. If the accessible entrance is anywhere other than the main entrance, have multiple signs guiding people to the accessible entrance. Make sure you staff the accessible entrance, and let people know where to go when they’re inside the building.

**These helpful guidelines were developed by members of the Disability community.*