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## Registration Language FAQ

### What considerations do I need to make for registration language?

In order to understand the accommodation needs of participants with disabilities, it is important that you ask what disability-related accessibility assistance participants will need at your conference.

### How should I ask about accommodation needs on the conference registration?

Below is an example of a friendly, plain language ask of accommodation needs.

**CONFERENCE** is committed to making our 2020 conference accessible to everyone. Should you require disability-related accessibility assistance at this conference, please let us know your needs in detail as soon as possible. **CONFERENCE**, in collaboration with the World Institute on Disability, will make every effort to provide appropriate accommodations.

***CONFERENCE** requires at least 72 hours' notice for all requests.*

I am:

- Deaf
- Hard of hearing
- Blind or low-vision
- A wheelchair user
- Other \_\_\_\_\_

The disability accommodation I need is: \_\_\_\_\_

### Should we follow up with registrants that request accommodations at the conference?

We highly recommend following up with any registrant that requests an accommodation to both receive any clarification on each request and assure the conference participant that their needs will be met during the conference.

### What types of accommodations will be requested?

- CART ('Communication Access Realtime Translation'): refers to live captioning typically for hard of hearing participants.
- ASL ('American Sign Language'): refers to a pair of live translators that work with a deaf participant to translate spoken English to ASL.
- Sited guide: refers to an accommodation where a sited person assists a blind or low vision person to navigate from point A to point B at a live event.
- Electronic Materials: refers to any presentation or conference material being offered in an electronic 'alternative format' typically for blind and low-vision participants, but also commonly asked from participants with mobility disabilities as well.

- Mobility equipment: refers to a request for a scooter, manual wheelchair, and/or extra chairs. Typically, those with mobility disabilities who have trouble walking long distances will request access to mobility devices at events, such as a kiosk to rent a scooter from or having extra chairs where one might have to wait for a period of time.
- Accessible hotel room: refers to ADA accessible rooms. We recommend that when you are reserving hotel blocks you ask to include ADA accessible rooms as part of your block for participants with disabilities. Typically, ADA rooms are utilized by participants with mobility disabilities or hearing loss.