

Disability Checklist for NYU Events

On your e-blasts and posters, we recommend adding a statement of accessibility. University approved samples can be found here:

[Event Accessibility Sample Statements](#)

Contact information from your department should be inserted into the accessibility statement and Moses contacted by the department for assistance as needed.

Basic checklist for events

For mobility impairments

- Make sure your venue is wheelchair accessible and check to be sure bathrooms are accessible as well
- Check the building for automatic door openers and be sure they are working
- Make sure the room is set up to include spaces for wheelchair users

For hearing impairments

- If you have a speaker, ask them to bring several copies of their talk in **large font** or email it to you in advance for printing. Large font is generally 16 to 18 point size. This can be available for audience members who have hearing impairments
- If people request sign language interpreters or captions (video captioning or CART), contact the Moses Center at mosescsd@nyu.edu with as much advanced notice as possible (preferably two weeks). Please provide the following information:
 - **Name of event**
 - **Sponsoring School/Program**
 - **Date**
 - **Exact location**
 - **Start and end times**
 - **Is person requesting accommodations an NYU student or community member?**
 - **Additional useful information (i.e. event format)**

[Article explaining captioning and captioning types](#)

For visual impairments

- If your presenter is showing visual materials, ask presenters to be prepared to give a brief verbal description of the visuals (as in: "My slide shows three middle-aged white women at a table enjoying coffee together on a winter day.")
- Participants may request slides and handouts in an accessible format in advance. Refer to Digital Accessibility [Step- by- Step guide for creating accessible media](#)
- If you are showing a film or film clips, do your best to get a version with audio description included. If that is not possible, a quick and easy provision is to have someone sit next to the person with the impairment and quietly tell them what's going on.

If you are unfamiliar with audio description, there is a great [2-minute audio description example](#) (along with a signer) as well as a [terrific article by the brilliant blind scholar Georgina Kleege](#) on this topic.

If you are planning an event and come across any difficulties with your accessible venue (i.e. the auto door opener isn't working) you can e-mail accessibility.inclusion@nyu.edu for assistance.

Checklist developed by the NYU Center for Disability Studies, the NYU Disability, Inclusion and Accessibility Working Group and the Moses Center for Students with Disabilities.

Henry and Lucy Moses Center for Students with Disabilities (Moses CSD)

- Telephone: 212-998-4980
- Website: <http://www.nyu.edu/csd>
- Email: mosescsd@nyu.edu