

# Planning Inclusive Events

Ryan C. Harris Learning Teaching Center's  
OFFICE OF LEARNING RESOURCES (OLR)

As you begin to plan an upcoming event, please consider how you can make the event and the materials that support it as inclusive as possible. Doing so will help ensure that your event is effective and enjoyable for anyone who is interested in participating.

Because we can not always anticipate what our participants' needs will be, one way to ensure the accessibility of what we're planning is to include a statement in event materials suggesting that individuals with specific accommodation needs contact you regarding their needs. The following examples can be tailored to the circumstances of your event.

## In announcements or advertising materials related to an event

- ⇒ If you have questions concerning access or wish to request disability-related accommodations for this **(event/activity/workshop/program/course)**, please contact **(insert name and contact information including an e-mail address or phone number)**.

## In publications

- ⇒ To request this information in an alternate format (Braille, digital, or large print), please contact **(insert name and contact information including an e-mail address or phone number)**.

## For materials related to larger, more formal events

- ⇒ The University of Dayton strives to provide equal and easy access to programs and services for individuals with disabilities. Individuals requiring accommodations to attend **(insert name of event)** are encouraged to contact the LTC's Office of Learning Resources (OLR) with their request by **(insert date)** in order to ensure adequate processing time. If the event is held multiple times, the University reserves the right to provide accommodations for select instances.

Contact OLR by telephone at [937-229-2066](tel:937-229-2066) (TTY [937-229-2059](tel:937-229-2059) for deaf/hard of hearing) or by email at [disabilityservices@udayton.edu](mailto:disabilityservices@udayton.edu).

**REMEMBER** that planning the information, activities, and spaces related to your event with accessibility in mind can significantly reduce the number of individual accommodation requests that you receive. The following US Department of Justice web page includes a wealth of information to help you plan: <http://www.ada.gov/business/accessiblemtg.htm>

**If you have any questions or concerns** regarding the accessibility of an event, please contact the LTC's Office of Learning Resources at 229-2066 or [learningresources@udayton.edu](mailto:learningresources@udayton.edu).