

# Things to Remember:

## Initial planning stage:

- Contact the Office of Disability to assist with accessibility issues
- Include accessibility statement on contract and in communication with speaker or agent
- Include accessibility statement in all advertisements, publications, and on your website

## 2 weeks before event:

- Request an interpreter or transcriber at: <http://ods.utk.edu/>
- Add interpreters and or transcribers to the event staff listing to allow access to the facilities and to parking
- Add interpreter/transcriber to the stage set up; providing a chair for each interpreter and a music stand
- Procure equipment and technical assistance for transcribing - the Jumbo Tron in the TBA; a Proxis projector, screen and headphone

## 1 week before event:

- Provide program/event, speaker information and other program/event materials to ODS
- Confirm all request and arrangements with ODS

## 2 work days before event:

- Provide updated program information

### Laws Associated with Disabilities

It is imperative that educators, parents and students be aware of the rights of individuals with disabilities in the academic setting. The federal government has provided laws that protect and support all individuals. The goal of the Office of Disability Services is to adhere to these guidelines and laws at all times. Please take a moment to become familiar with the following laws and regulations. Your understanding of these laws will help the University of Tennessee be an institution where equal opportunities will be provided for all students, staff, faculty, and guests.

### The Rehabilitation Act, Section 504

This law applies to any institution, school, or agency that receives federal funding and requires the institution provide, to the best of its ability, services and accommodations needed to incorporate people with disabilities into all aspects of the university community.

### Americans with Disabilities Act (ADA)

This law is considered an extension of Section 504. Like Section 504, the ADA requires schools, universities, businesses, agencies, etc. to supply "reasonable accommodations" to individuals with disabilities. The ADA, unlike Section 504, covers institutions regardless if they are federally funded or if they are privately supported.

The above descriptions are meant to be brief introductions of the laws pertaining to disabilities. The following website can further explain these laws: <http://sunsite.utk.edu/cod/pec>. Click on "Publications."

### Additional Resources

<http://ods.utk.edu>  
<http://pepnet.org>  
<http://ahead.org>  
<http://sunsite.utk.edu/cod/pec/>

Office of Disability Services  
2227 Dunford Hall  
Knoxville, TN 37996-4020  
(865) 974-6087  
<http://ods.utk.edu>

revised: January 2006

## OFFICE OF DISABILITY SERVICES

UNIVERSITY OF TENNESSEE

## Professional Partnerships

A guide for  
making public forums  
accessible for individuals  
who are Deaf &  
Hard of Hearing



THE UNIVERSITY of TENNESSEE   
Office of Disability Services

## Office of Disability Services Mission:

The mission of the University of Tennessee and the Office of Disability Services (ODS) is to provide each student with a disability an equal opportunity to participate in the university's programs and activities.

This mission is accomplished by:

- Creating a physically accessible, programmatically accessible and attitudinally accessible community where people are judged on their abilities, not their disabilities.
- Promoting the development of a climate for everyone at the university that is conducive to learning, personal growth, acceptance, and appreciation of everyone without regard to disability.

## Advertising your event:

We suggest you add the following statement to all informational brochures, packets, and websites to inform all participants of the procedures for requesting accommodations for individuals who are Deaf or Hard of Hearing:

**“Please contact \_\_\_\_\_  
(your contact person’s name) at least two weeks before \_\_\_\_\_  
(your program/event date) to request a sign language interpreter or transcriber. “**

## Planning your event:

Invite a member of ODS staff to join your initial planning session, we can offer guidance and information that will ensure your event is accessible.

Include accessibility accommodations on the event checklist. Make it part of your preparation plan such as the date, time, and location.

When booking your speaker, inform them or their booking agent that we strive to make all events accessible for members of the university and Knoxville community. Inform them of the need for additional information such as an outline, copy of their speech or script, music, and other general information that will enable the interpreter or transcriber to provide access to their presentation. This information should be submitted to ODS as soon as possible in an electronic format. Provide any revisions on the day of the event on a CD.

It is strongly encouraged that a accessibility clause be added to all contracts. This clause should also outline the need for the speaker to make available specific information that is needed to enable ODS to provide services.



## Venue:

Interpreters and transcriber are staff of the university and should be included as event staff and cleared for reserved parking at the Thompson Boling Arena. Please include their names on the list for security.

When necessary, interpreters and transcribers will need security clearance to access the same areas as other event staff. Interpreters and transcribers are professionals who adhere to a strict code of ethics which stresses confidentiality.

Depending on the nature and length of the presentation, two interpreters or transcribers may be scheduled to provide services.

Interpreters need to be placed in close proximity to the speaker and in the direct sight line of the individuals who are Deaf or hard of hearing. Transcribers need to be placed in a location which will allow them optimal hearing and the ability to see visual information presented on the stage. Transcribers will need additional space reserved to the right, left and behind them to allow a distraction free work environment.

**Interpreters and transcribers will need following:**

- Chair (one for each individual working)**
- Music Stand**
- Connected to the sound system and access to electricity**
- Appropriate lighting**

Seating for individuals who are Deaf and hard of hearing should be reserved near the front and in the direct sight line to the interpreter, speaker, or screen (seating can be released 15 minutes prior to event.) .

Some Deaf and hard of hearing individuals use a FM system to allow them to use their hearing aids more effectively. Please make arrangements to provide access to a FM system if needed.