



NOTE: Host is responsible for Event Accessibility.

Facility Requirements

- Pre-event public transport and parking information available
- Accessible routes to entrances sent prior to event
- Accessible performances, activities, and exhibits
- Accessible concessions
- Accessible restrooms, telephones, water fountains, shelters, first aid stations, and other common amenities
(Includes gender neutral bathrooms)
- Wheelchair access to working tables throughout room(s) and location(s)
- Lactation Room
- Accessible reserved front space for wheelchairs, front row seating for persons with mobility and physical challenges, who are blind or have low vision, and who are Deaf and hard of hearing

Equipment Requirements

- Assistive listening devices
- All other equipment is the responsibility of the participant.

Media Requirements

- Place statement for the Accessibility Request Form on all flyers, emails and announcements.
- Request interpreters and other accommodations when notified by participant(s).
- Use the preset heading organization that is suggested in Microsoft suite applications that also has a built-in accessibility checker under Review on most apps.
- Organize content in small digestible chunks
- Include headings to space out and organize information
- If using pictures containing text, include alternative text or information from picture in text form, to the left, right of or below the image so that accessibility technology can read it to the consumer.
- Always use high contrast text (white or black backgrounds with text in black or white respectively)
- Use meaningful hyperlink text instead of general links: People who use screen readers sometimes scan a list of links; links should convey clear and accurate information about the destination.
- Do not rely on color to relay the importance of information
- Accurate captions on all videos, movies and live Streams.
- Silent videos need audio narration, voice captioning
- Zoom provides accessibility options, please visit the website for assistance in making this option more accessible.
<https://zoom.us/accessibility>

Contact Accessibility Resources

Email: ar@tulsacc.edu or

Call: 918-595-7115 (Voice)