

# Meeting Notice Guide

# INTRODUCTION

This Guide is created to assist City Agencies and their Disability Service Facilitators in preparing notices, posters, and other publicity materials that provide information about access for people with disabilities to New York City government events and meetings. Ensuring that information concerning accessibility is readily available takes careful planning. This Guide will assist with that planning, including information concerning meeting notices, effective communication at the event, access to the event or meeting location, and accessible materials available at the event or meeting.

Access for people with disabilities to government events and meetings open to the public is critical to New York City. We want to be inclusive and facilitate the participation in government programs, services and activities for the one in eight New Yorkers who have identified as having a disability according to the US Census 2014 Community Survey.

# EVENT NOTICES AND MEETING ANNOUNCEMENTS

City law requires that all advertisements, posters, invitations, notices, and other publicity materials for events and meetings open to the public --whether in print or via electronic means -- contain information about the accessibility of the facility and other accommodations for people with disabilities provided. The materials must provide contact information including an e-mail address and telephone number to request accommodations, and timeframe in which to make the request. A reasonable timeframe for making the requests is 48 to 72 hours prior to the meeting or event, which gives the City Agency sufficient time to arrange for the accommodations.

City law requires that notices of events, to the extent practicable for the selected form of media, include information regarding the availability of:

- wheelchair accessibility;
- communication access real-time translation;
- sign language interpretation;
- assistive listening systems, and when available, the specific kind of system, including, but not limited to, induction loop assistive listening systems; and
- any other accommodations for people with disabilities that will be available at the venue or venues for the event.

The law requires that international symbols shown in this guide be used when providing information about available accommodations.

Additional information that may be provided in the notices includes:

- Providing the location of the nearest bus stop;
- Providing the location of the nearest accessible subway station;
- Providing information on nearest parking facility;
- Providing information on service animal relief areas;
- Requesting that attendees refrain from using perfume, cologne and other fragrances to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities.

## **REASONABLE MODIFICATIONS**

A City Agency should conduct public meetings in accessible facilities. If this is not possible, the agency needs to provide reasonable accommodations to an individual who could not access the meeting location such as providing remote access by video. Also, if an agency provides written materials at a public meeting, the materials need to be provided in alternate formats such as large print, Braille or in audio format upon request.

## **EFFECTIVE COMMUNICATION**

When choosing a communication aid or service, the City Agency is required to give primary consideration to the aid or service requested by the person with a disability. The City Agency must honor the person's choice, unless it can demonstrate that another effective means of communication is available, or that the use of the means requested would result in a fundamental alteration in the nature of a service, program, or activity or in an undue financial and administrative burden. If the choice expressed by the person with a disability would result in an undue burden or a fundamental alteration, the public entity still has an obligation to provide an alternative aid or service that provides effective communication if one is available.

In determining whether a particular aid or service would result in undue financial and administrative burdens, the City Agency should take into consideration the cost of the particular aid or service in light of all resources available to fund the program, service, or activity and the effect on other expenses or operations. The decision that a particular aid or service would result in an undue burden must be made by a high level official, no lower than a Department head, and must include a written statement of the reasons for reaching that conclusion.

The following are some companies and organizations that provide sign language interpreters or CART transcription services in New York City:

**All Hands in Motion:** 718-997-0472

**Sign Language Resources, Inc.** - 888 964 5553

**Lime Interpreting Services:** 516-922-4100

**Mill Neck Interpreting Services:** 516-922-4100

**LC Interpreting Services:** 917-210-5804

**Total Caption:** 201 - 301 - 2435

## **PRINTED MATERIAL**

All print notices and other materials should be in at least 18 point font. Use bold type because the thickness of the letters makes the print more legible. Provide color contrast using either light background with dark print or a dark background with light print. Avoid decorative cursive fonts including italics, and avoid using all capital letters, since these forms of print make it more difficult to differentiate among letters.

## **ELECTRONIC MATERIAL**

All electronic materials must be in a format that is accessible to individuals who have a visual disability or use a screen reader. Examples of accessible formats include, Word documents, Accessible PDF or basic html. Electronic materials should be available on CD's, thumb drives or by email at the time of the event.

## **SAMPLE NOTICES**

Notices must be tailored to reflect the accessibility of the facility and the accommodations provided. In addition they should include contact information for someone to direct additional accommodations requests or questions. Depending on the space available on the advertisements- you may include less or more information. When appropriate, accessible symbols can be utilized as well.

# SYMBOLS

When providing information about accommodations already in place, it may be more efficient to use universally recognized symbols in lieu of words as follows:



Location is accessible to individuals using wheelchairs and other mobility devices



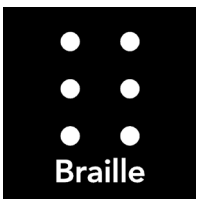
Sign Language Interpreters are provided



Induction Loop System is in place



Assistive Listening System is in place (indicate the type of system Infrared, FM, or Induction Loop)



Printed materials are provided in Braille



Printed materials are provided in large print



Real Time Captioning is provided

[Download International Symbol of Access here](#)  
[Download all other accessible symbols here](#)

## Formal Invitation example

To whom it may concern,

You are cordially invited to join the NYC Mayor's Office for People with Disabilities for a meeting to discuss accessibility. Monday, June 6, 2016 from 3 – 4pm at 100 Gold Street, 2nd Floor, New York, New York.

Please RSVP to [rsvp@mopd.nyc.gov](mailto:rsvp@mopd.nyc.gov) with the name and titles of attendees and their affiliated organization no later than close of business Thursday, June 2nd.

Access Provided:



100 Gold Street's main entrance has an automatic door and is accessible to persons using wheelchairs and others with disabilities. The meeting will be translated by an ASL interpreter, CART and an Induction Loop System will be provided in the meeting room. Restrooms on the second floor are accessible including a single user restroom. For further information or requests regarding accessibility please email MOPD's Disability Service Facilitator at [mopd\\_dsf@mopd.nyc.gov](mailto:mopd_dsf@mopd.nyc.gov) or call (212) 555-5555 by June 4th.

Event Flyer example

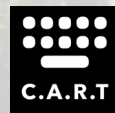
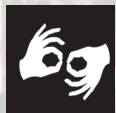
# New York City Disability Pride Parade

## Monday July 10th, 2016

### 11:00AM

## Union Square Park

Access Provided:



The parade route is fully accessible. Accessible portable toilets, CART, ASL interpretation and induction loop technology will be provided.

To request additional accommodations please contact  
[MOPD\\_DSF@cityhall.nyc.gov](mailto:MOPD_DSF@cityhall.nyc.gov) or 212 - 788 - 2830 by July 7th.



Mayor's Office for  
People with Disabilities



## Facebook example (limited space)



### New York City Mayor's Office for People with Disabilities

January 15

On January 26th come to the [NYPL The New York Public Library #DescribeAthon17](#) from 12:00PM to 6:45PM at the [Andrew Heiskell Braille and Talking Book Library](#) and help make video on the web more accessible for blind viewers. Learn more here: <http://on.nypld.org/2itnIKT#a11y>

## Describeathon 2017 Thursday, January 26th 12:00PM - 6:45PM

Andrew Heiskell Braille & Talking Book Library



New York  
Public  
Library



Entrances & Restrooms are fully accessible  
To request additional accommodations please  
email [Jsmith@NYPLemail.com](mailto:Jsmith@NYPLemail.com)  
72 hours before the event

### Describeathon 2017 - help make your favorite web videos accessible!

Help make video on the web more accessible for blind viewers by adding your voice to DescribeAthon17.

## Twitter example (limited space)



**NYC MOPD** @NYCDisabilities December 28th

Jazz Legends for disability pride, legendary lineup of jazz musicians raising money for 2017 Disability Pride Parade  
[winterjazzfest.com/jazzlegends](http://winterjazzfest.com/jazzlegends)

## JAZZ LEGENDS *For* DISABILITY PRIDE



Jimmy Cobb



George Coleman



Benny Golson



Harold Mabern



Ron Carter

And many others.

2017 Disability Pride Parade Fundraiser - January 5th, 6:30 - 9:30 PM  
Quaker Friends Meeting Hall, 15 Rutherford Place, NYC



This venue has an accessible entrance & bathroom.

For accommodation requests, contact [nycpres@gmail.com](mailto:nycpres@gmail.com) 72 hours before event

If you have any additional questions about your notices, please contact



**Mayor's Office for  
People with Disabilities**

(212) 788-2830