BARRIER FREE MEETINGS

A Guide for Professional Associations

Foreword by Margaret Mead
Preface by John Gavin

Office of Opportunities in Science — Project on the Handicapped
American Association for the Advancement of Science
BARRIER-FREE MEETINGS:
A GUIDE FOR PROFESSIONAL ASSOCIATIONS

by

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FOREWORD

For the 1976 Bicentennial Annual Meeting in Boston, the American Association for the Advancement of Science inaugurated a special effort to make the meeting accessible to handicapped scientists. The impetus for this activity came from two sources: the work of our Office of Opportunities in Science, where we have been concerned with opportunities for ethnic minorities and women, and also from a recognition that many handicapped persons have, by virtue of their handicap, a special contribution to make to science and to society.

Exploration of the situation of handicapped scientists revealed the special problems of accessibility of professional meetings and paved the way for the experiment, which in turn provided material for this guide. Some 200 handicapped scientists—the deaf, the blind, and those with limited mobility—attended the meeting with varying degrees of special assistance needed to ensure their full participation. Only a combination of actual experience and collaboration between the meeting planners, hosts and handicapped participants could give us the insights detailed here. We hope that other professional meetings will be able to start at the point we reached by the end of the Boston meeting, which will also be our point of departure for the future.

But inclusion of the handicapped is not a one-way operation in which the sighted, hearing and free moving people help those who are not. There is another side to the operation. Those who have lost one sense of one capacity usually develop compensatory acuities and unusual perceptions. Seeing, hearing, sensing the world from a different angle, they can give to others the unique results of their investigations. By including them in our scientific work force, our vision is enlarged, and we ourselves have a wider approach to experience. Recent work on perception has emphasized the importance of sensory modalities that are seldom used, and the way in which the use of one modality reinforces another. The very presence of a blind person, or of a deaf person, in a group of sighted and hearing persons, stresses the variety of the human gifts that these others are using in their work.
In arranging to have my presidential address simultaneously interpreted through sign language I wanted to dramatize the possibilities of human communication based on sight rather than on the spoken or written word. Signing, the special language of the deaf, which has its own logic and syntax, was ready made for this purpose. Sign language has also been used as a basis for teaching chimpanzees to communicate with their human teachers, compensating for their lack of vocal apparatus suitable for human speech. It widens the possibilities for cross-national communication in the future, when satellites, using visual imagery become an important component of establishing a planetary community. So, while it is true that commitment to inclusion of the handicapped calls for an expansion of civil rights and compassionate imagination, it is equally true that our own professions can be enriched by the inclusion of the handicapped in our endeavors.

Margaret Mead, Chairman
Board of Directors
American Association for
the Advancement of Science

July 20, 1976
PREFACE

One of the least desirable traits of the human condition is our propensity to avoid those among us who are afflicted with overt physical disabilities. While this may be an inherent psychological carryover from those days of survival of the fittest, it is more likely we do not wish to have a reminder that we are potentially and continually eligible to join them. As a result, we hide our disabled veterans, our accident victims and those suffering from birth defects in institutions of one sort or another depending upon the severity and/or aesthetic nature of the defect. The consciences of many seemingly healthy persons are eased and indeed reinforced as credit is taken for monetary support of the handicapped whether through taxes, individual donations or contributions to the disease of the month drives. Such gifts are assumed to be an obvious indication of "we care."

But do we? In general this process is patronizing and may reduce potential and valuable human resources to social burdens even though modern training methods have increased the probability of successful rehabilitation. A real indication of "we care" would be the provision of entry level positions to the qualified handicapped and advancement to higher positions as work skills, wisdom and knowledge increase. At present, many of the disabled are underemployed at low pay without any real possibility of promotion.

For the past few years, I have been concerned about how the overt physically disabled person fares in industry. Even though profoundly deaf I have reached a relatively high level of management, but I don't see many others at any level. As a scientist, a so-called knowledge worker, I find this somewhat strange for physical capability, no matter how desirable it may be, is relatively unimportant in the business of science. The governing factor in the employment and utilization of scientific personnel should not be the appearance of the package, but the quality of the contents.

Because of these impressions, I began to promote the cause for the employment and advancement of the handicapped scientist. Fortuitously and fortunately, two events occurred which insure the eventual success of the venture.

The first was the passage of The Vocational Rehabilitation Act of 1973 by Congress. This bill, introduced by my district Congressman, John Brademas (D, Ind.) included provisions for equal opportunity and affirmative action programs for the handicapped. The second was the active involvement of the Office of Opportunities in Science of the American Association for the
Advancement of Science (AAAS) in the crusade.

Dr. Janet Brown, the head of that office, was quick to understand the magnitude of the problem and the need for a centralized effort to combat the prejudices. She helped arrange our first presentation, "The Physically Disabled Scientist: Potential and Problems," at the 1975 Annual Meeting of the AAAS in New York City. The program was designed to increase the level of sensitivity within the technical community to the needs of the physically disabled. She followed this up by the assignment of a staff member, Dr. Martha Redden, to develop and administer a program for the physically disabled scientist.

Dr. Redden promptly organized an Advisory Group of handicapped individuals, rehabilitation experts, interested scientists and Dr. Brown. Now, attendance at scientific meetings is one of the more important mechanisms through which scientists advance their careers. Such meetings provide for scientific, social and political contacts which can contribute much to one's personal success. The committee believed that the majority of the physically disabled scientists were unable to take advantage of this opportunity for professional advancement because of the difficulty in overcoming formidable environmental obstacles. Dr. Redden was given the challenge to make the 1976 meeting accessible to all.

This volume provides concrete evidence that she and her staff were successful. But it does not really give a true picture of the combined effort and energy expended by the dedicated individuals, including many of the handicapped, who assisted on this project. To put that into words would take many volumes. It is a start; we do hope to accomplish much more and it is easy to predict success when you have people like Dr. Redden, Mr. Schwandt and Dr. Brown on your team! Because of their concern, we have this manual which eliminates most excuses for not involving handicapped scientists in the mainstream of continuing scientific education.

John J. Gavin, Ph.D.

July 26, 1976
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The staff of the AAAS Project on the Handicapped in Science wishes to acknowledge the contributions of the many individuals who helped make the 1976 AAAS Annual Meeting in Boston the first accessible annual meeting of a professional association and those who assisted in the preparation of this manuscript.

Our appreciation must first go to Dr. Joseph Fenton, Rehabilitation Services Administration, who served as project officer during the initial phase of the Project on the Handicapped in Science, during which time the planning, preparation and implementation for the first AAAS barrier-free meeting took place. We acknowledge the members of the Boston Committee for the Project on the Handicapped in Science: Elmer Bartels, Cheryl Davis, Cynthia Eaton, Fred Fay, Stephen Juknis, Bruce Marquis, Hal Remmes, Doris Sarkisian, Andrea Schein, Vivienne Thomson, and Maureen Winn. The assistance of these individuals, before, during and after the meeting, was essential to the smooth operation of the accessibility effort. A special thanks is due to Kay Moore who served as coordinator of interpreting services for the deaf; Andrea Schein who organized the volunteer services and reviewed the early drafts of the guide; and Cheryl Davis who reviewed the early and final drafts.

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The volunteers deserve more recognition than we can provide in written word. They truly formed the foundation of the accessibility effort during the meeting and we offer a heartfelt thanks to them for their time, hard work, and sensitivity. Among the many volunteers, we thank especially: Paul Bagnall, Helen Baldi, Joan Becker, Mark Bresler, Steven Brody, Tom Cunningham, Duke Dufresne, Cindy Eaton, John Fitzpatrick, Darcie Flanagan, Ruth Freedman, Elinor Gollay, Marsha Goodman, Helen Holm, Priscilla Hopkins, Amy Hyman, Lynda Honour, Muriel Karter, Paul LaPlante, Annette Logins, Gina Marmelzat, Laura Moore, Paul Moore, Rosemarie Munsey, Carolyn Olsen, Ann O'Sullivan, Kathie Poore, Shelley Present, Cathy Rankin, Karen Reichlin, Lillian Ross, Cindi Rossi, Doris Sarkisian, Melinda Shapiro, Leslie Taylor, Bill Tupper, Amy Weisberg, Alita Williams, and George Wood.

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guide. We thank also the AAAS Board of Directors, especially Margaret Mead, Roger Revelle, and Richard Bolt, and William Carey, Executive Officer, for their continuing support of the accessibility effort. A special thank you goes to the members of the Boston Committee for their support.
Professional associations and societies have tended, unintentionally, to exclude their physically disabled members from full participation in their professional meetings. The AAAS was made aware of this exclusion when, in late 1973, one of its members, a deaf biologist, raised the issue of his own inability to participate in the activities of the Association. Additional contacts during the next year with other physically disabled members caused the staff and Board of Directors of AAAS to become aware of the needs of a part of the scientific community which had been prevented from usefully interacting with its colleagues at past AAAS Annual Meetings. Making our own meeting fully accessible to all scientists seemed a logical place to begin a new program for and with physically disabled scientists. Thus, meeting accessibility became the first goal of the AAAS Project on the Handicapped in Science, a program whose larger purpose was the elimination of all structural and other extraneous barriers facing physically disabled persons pursuing education and/or careers in science.

The AAAS made a special effort to make its 1976 Annual Meeting in Boston accessible and sought to include individuals with disabilities in the planning, on the program and as participants at the meeting. Further, it is the AAAS's intention to institutionalize such procedures so that those of its members who have need for special services can be included in all future meetings. We feel that the methods and lessons of the AAAS's initial effort can be applied by all professional associations, and we are convinced that ensuring the full participation of disabled persons in all future scientific meetings will be of substantial benefit, both for disabled scientists themselves and for the scientific community as a whole.

From our first effort to make our meetings as accessible as possible, we have learned that

(1) With only minor structural adjustments and changes in arrangements, most disabled persons are able to attend most meetings.

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(2) The rewards to both the able-bodied and the disabled far outweigh the effort required to make a meeting fully accessible.

(3) Disabled association members and other disabled persons who live near the meeting site are available and eager to assist in planning, advising, and implementing the entire effort.

The quantity and type of work needed for an accessibility effort depends, of course, on the size and location of the meeting and the number of disabled persons expected to attend. The AAAS worked within the context of an annual meeting which had an expected 5500 participants, but whatever the size, scope or nature of the professional meeting, the procedures outlined here will help any association convince their physically disabled members that they are wanted participants in the association’s activities by creating a barrier-free environment.

Even if initially a great deal of time and effort is put into helping a few disabled individuals at a particular meeting, the same amount of work need not be done in subsequent years. Site selection criteria for future meetings can include the needs of the disabled as a matter of course, and when the same location is used again, only a quick review of the original analysis of architectural barriers will be necessary. Further, needs for other services may also decrease somewhat as time goes on, since a disabled individual who is encouraged to participate and who is given special help at one meeting may find that he or she can get along with much less help the second time around.

We offer Barrier-Free Meetings as a step-by-step system for achieving accessibility at professional meetings. We feel that it provides a basic plan which can be modified and adapted to all the meetings of each association, so that even the smallest of meetings, such as a committee meeting, can be planned to be accessible to all.

As specific handicaps vary, so do the special services required to provide the "perfectly accessible" professional meeting. Some services are essential for inclusion of persons with certain types of disabilities; for instance, interpreters for the deaf; doors and facilities which permit the passage of a wheelchair. Other services are normally of a supplemental nature for small meetings, but are essential for large meetings or for associations having large numbers of disabled members. We hope, however, that all associations with enough resources and staff (or volunteers) will undertake such supplemental activities as the preparation and early mailing of a packet of materials describing special services for the handicapped at the meeting site, organization of a caucus of the handicapped at the meeting, and provision of placement services and special exhibits.
Genuinely barrier-free meetings will be assured if, throughout the entire process of planning, implementation and evaluation, the concerns of physically disabled members are kept consciously and consistently in mind by the meeting planners. This can only be achieved if meetings planners are continuously in contact with members of the various disability groups. The disabled members know what they need, and if their detailed recommendations are followed, accessibility can be readily arranged. It cannot be said too often: Disabled individuals must be involved in the planning and implementation of accessibility efforts. Ask. Listen. Then act. Making a professional meeting accessible is not that difficult. It does require work, but the benefits to both handicapped and non-handicapped far outweigh the burdens, and increasing accessibility of a meeting to handicapped persons will result in an enriched experience for all.

Organization of the Guide

This guide is organized chronologically within the four basic stages of meeting planning. The first stage, "Initial Preparation," is described in Chapter 1. It includes activities which need to begin six months to a year (or even longer) before the meeting takes place, activities which are the foundation for all the work which is to follow. The first and most essential initial step is a firm commitment to include all members in the activities of the meeting. Without this commitment by an association's governing board and executive staff there can be no realistic effort toward accessibility. Activities at this stage include the initial organization for the accessibility effort; assessment of the meeting facilities and transportation; coordination with the local on-site committee; and decisions about services to be provided, publicity needed for the accessibility efforts, changes required in pre-meeting procedures, and organizational procedures for volunteer services.

The second stage, "Pre-Meeting Preparation" (Chapter 2), includes the last six to eight weeks before the meeting during which specific details of the effort are finalized. In this
stage, the final arrangements for services needed by persons with various disabilities will be made; for example, interpreters for the deaf will be hired and transportation for the wheelchair users will be arranged. The chapter also includes advice on briefing the hotel staff and training volunteers.

In the third stage, "During the Meeting," the benefits of all the prior work are realized. The third stage's major task, coordination of the various services available, is explored in Chapter 3. Registration, special events, and publicity are also discussed in that chapter.

The fourth stage, "Follow-Up," begins during the meeting and ends only when the cycle begins anew for the next meeting. In Chapter 4, we discuss important aspects of this continuing activity, such as evaluation, establishment of a task force to integrate accessibility services for the disabled into future meetings arrangements, and communication with members of the association to determine any needed improvements in the accessibility programs.

We have included in the appendices materials that we developed or collected in the course of our accessibility effort. We hope the forms, news releases, resource lists, and architectural drawings will be helpful to other meeting planners.

In writing this guide we have sought to be sensitive to the needs, feelings and opinions of persons with varying mobility and communication needs. Even people with similar physical disabilities have different ways of accommodating themselves to their disabilities—for example, not everyone in a wheelchair needs a push. Some wheelchair users have strong muscles and the determination to be independent; some have wheelchairs with motors; and some do need assistance. The blind and the deaf may or may not need special provisions or aids. This diversity requires a variety of services which may seem confusing to meetings arrangers at first, but with advice from handicapped persons these needs are easily sorted out.

We hope this guide will encourage sensitive people in all professions to build an environment—both physical and psychological—which will meet the basic needs of physically disabled meeting participants. And we also hope that, through barrier-free meetings, disabled persons will be offered many new opportunities and experiences which have not previously been available to them.
CHAPTER 1

INITIAL PREPARATION

Essential Activities

There appear to be widely held misconceptions about the numbers, nature, and needs of disabled persons. The number and the abilities of disabled people are often underestimated while their needs are overestimated, with the result that they are often excluded from association activities. When the AAAS first announced its accessibility effort, there were questions posed as to the need for this special effort. We were asked, are there that many disabled scientists? We still don't know how many there are, but over two hundred disabled persons attended the AAAS Boston meeting. Most had not attended AAAS or other professional meetings previously because, as several of the disabled scientists told the AAAS staff, "I would not have asked for ramps to be built for me," or, "I did not expect the Association to provide interpretation services for the deaf. However, since it has happened, I now feel that the AAAS welcomes me to its meetings." The enthusiastic participation of disabled persons at the AAAS annual meeting suggests that all professional societies could profitably commit themselves to removing the physical, communications, and attitudinal barriers that exclude any of their members.

A commitment to include all the members of an association or society in the general meetings of the organization must be made by the governing board or by the office or committee responsible for the meeting arrangements, and the cost and limits of services must be balanced against available resources. However, once those who determine the nature, structure, scope, tone and inclusiveness of an association's meeting are sensitized to the needs of the handicapped, they will find a way to provide at least the minimum essential services. We hope this guide can serve both a sensitizing and an operational function.

A vital part of the association's basic commitment is to determine to what extent the meeting facilities (housing and meeting rooms) are accessible to wheelchairs. Since meetings
sites are selected and facilities are reserved up to 10 years in advance, real commitment to include wheelchair users requires early and thorough assessment of physical facilities. If for 10 years, doors continue to be too narrow or there are stairs but no ramps, wheelchair users will not feel welcome no matter how deep the association's commitment is to include the handicapped. As we discuss in "Assessment and Modification of the Meeting Site" the determination of wheelchair requirements should be a part of the original site selection. In many cases, if already selected sites fail to meet minimum criteria, adjustments can be requested far in advance of the meeting. Further, if many associations request these site modifications, structural barriers should become much less of a problem for all associations. Information on long-term efforts to achieve wheelchair accessibility should, of course, be sent to both disabled members and to all organizations for the handicapped, so that hotel and auditorium managers will be encouraged to provide truly barrier-free facilities as soon as possible.

Organization of the Accessibility Effort

Once an association has committed itself to providing barrier-free meetings, the next step is assignment of specific responsibilities to appropriate staff members. The person or group that holds major responsibility for the meeting should logically direct the accessibility effort in order to assure that it remain an integral part of the planning for subsequent meetings. Depending on the resources of the association and the number of disabled persons expected to attend the meeting, particular tasks can be delegated to a local (on site) meeting committee or to one or more association staff persons as part of their regular responsibilities.

As a first step in the initial organization, the staff should study the time schedule of the meeting and begin early to fit the accessibility effort into the normal meeting planning. The first announcements of the meeting schedule and dates should include an announcement of the intention to make the meeting completely accessible. (A sample announcement is included in Appendix A.) Each step in the accessibility effort must dovetail with the overall meeting schedule in order to assure successful, and ultimately routine, integration.

There are three broad categories of disabilities (mobility, auditory, visual), and there are certain basic services that should be planned for persons with each of these disabilities. Even though needs within categories will vary, plans should include, at a minimum, some interpretation services for the deaf and accommodation for persons in wheelchairs. For the blind, special arrangements may not be essential, but here are services that can be useful. The following guidelines are for the initial
preparation for the basic services we suggest for each category of disability. As these steps are carried out, decisions can be made well in advance about exactly which activities can or cannot be made fully accessible to individuals with different physical disabilities.

Assessment and Modification of the Meeting Site

A systematic survey of the physical meeting site—elevators, hotel rooms, restrooms on meeting floors, individual meeting rooms, and nearby restaurants—in terms of its accessibility is the first task. One must gather data concerning the number of wheelchair-accessible rooms in hotels or other meeting locations, the ease with which wheelchairs can be accommodated at area eating and entertainment facilities, and the availability of accessible transportation. One should also determine, for the blind, the availability of raised lettering on elevator buttons, floor numbers and room numbers. (Suggested survey forms are provided in Appendix B.)

The meeting organizers should schedule a "wheel-through" of the meeting site with at least one person in a wheelchair in the group surveying the facilities to distinguish clearly between barrier-laden and barrier-free accommodations. In our experience, local organizations of disabled persons are most willing to provide volunteers for this service. Information for contacting such groups is given in Appendix C. At a minimum, however, someone conversant with the general requirements for architectural accessibility must be involved in the survey.

A word of caution: Do not simply accept a hotel or convention manager's assurance that a site is accessible. Often, hotel managers fail to understand what is required for barrier-free design. Each hotel and other meeting facility must be carefully and personally measured and evaluated, preferably by a person in a wheelchair, but certainly by the association staff responsible for the meeting. We cannot stress this matter of direct observation too strongly, and we have found hotel staff quite willing to cooperate.
In checking the meeting site, one must look for stairs without ramps and escalators without adequate back-up elevators. One must check for narrow doorways into bathrooms and toilet stalls which may be frustrating and embarrassingly unusable for those in wheelchairs. Look for raised numerals, readable by touch, just outside the elevator on each floor which indicate to the blind the number of the floor and raised numerals on room doors. Labels on elevator buttons should also be tactiley recognizable. Check to see if some people will be unable to direct the elevator to the desired floor because some elevator buttons are heat activated or too high to reach from a wheelchair.

All possible areas of the facility to be used by meeting attendees should be checked, and a list of needed modifications prepared. For example, it is not unreasonable to request that, before the meeting date, one public restroom on each floor be made accessible by widening doors and moving stall partitions and that ramps be constructed between all levels not accessible by level access routes or by elevator.

A report of the survey with recommendations for necessary modifications should be given to the manager of the meeting facilities. Appendix D includes several drawings that can be used to illustrate acceptable facilities, and in preparing the recommendations for facility changes, it is helpful to include copies of these illustrations. The facility management should be requested to specify in writing which modifications could be made in time for the meeting.

Fortunately, recent changes in building codes for public facilities will alleviate some problems. Further, because of code changes and efforts by various groups interested in providing a barrier-free environment, persons responsible for management of meeting facilities are prepared to accede to many requests for modification of their facilities. Although major modifications in existing facilities are costly, AAAS staff found hotel and other facility management personnel willing to make a surprising number of changes.

When the association staff has assembled the information, on suggested modifications to the hotel management, and received written commitments for necessary modifications for meeting site facilities, they will be able to answer the following questions:

1. Is a given facility accessible or can it be made accessible to people in wheelchairs?

2. Which hotels are most accessible and will thus provide the best accommodations for the largest number of disabled persons?
(3) Are there modifications that the facilities management personnel are not able to make that could be made by other interested groups or even by the association itself? (For example, at the AAAS meeting in Boston, Symphony Hall, site of one of the evening social functions, was inaccessible because of stairs. The management of the facility refused to provide a ramp, but the AAAS Local Committee paid to have a ramp constructed, and a contract tour service provided accessible transportation to the function.)

Despite one's best efforts, there may be occasions when, after the survey of accommodations, the association staff decides that certain facilities are extremely inaccessible to wheelchairs and that the necessary modifications cannot or will not be made in time for the meeting. If this happens, the whole accessibility effort should not be stopped, but the following actions should be taken:

(1) The facilities must be described **exactly** in all meeting news releases, making clear which areas are not accessible to wheelchairs.

(2) If any alternatives exist which would allow partial accessibility, they should be described. (For example, housing might be found in an alternate hotel.)

(3) If the major problems are with the meeting areas (for example, lack of accessible restrooms), the exact problem should be described. Often wheelchair users have encountered similar problems and discovered acceptable solutions.

Many disabled persons are willing to endure extreme inconvenience in order to participate in an activity, but an association should not take this willingness for granted. Disabled persons should be told exactly what to expect and be allowed to decide the levels of inconvenience they are willing and able to endure.

**Assessment of Transportation**

Several modes of transportation must be surveyed for association meetings. The first of these is among hotel sites and between these sites and major transportation terminals. To assess the transportation facilities and services available for the handicapped, the survey should cover all forms of public transportation: planes, buses, trains, taxis, limousines, and the local bus system. The companies providing for the meeting should be asked for a written description of their services for disabled persons. This survey should be carried out as
early as possible, and the findings made known to all potential meeting attendees.

The second area of transportation relates to meeting activities. Part of what makes attending a professional association meeting worthwhile is the opportunity for informal gatherings, field trips, and other special events. Certainly no one wants to be isolated in a hotel room or hotel complex for the duration of an association meeting. Thus, if special shuttle buses and/or tour buses are to be used at the meeting, this service should also be available to persons in wheelchairs and others unable to climb the steps of ordinary mass transport vehicles. Buses or vans equipped with hydraulic lifts are available in most cities, and companies from which bids are requested should be informed that at least some of the vehicles must accommodate people in wheelchairs. Again, the task is to survey and assess what is needed and what can be done at a reasonable cost, then to disseminate the information early to the membership of the whole organization.

At the risk of being redundant, we want to stress again the importance of including disabled members in all activities. The meetings staff should make a special effort to include the members with disabilities in the tours and events planned by the association—and to make known which tours are not accessible. Often, the meetings arranger need only request wheelchair-accessible tours when bids are let, and the needed services will be provided at little or no extra cost. A reasonable goal is to have at least one bus with provisions for wheelchairs and one with interpretation services available for each type of tour. Able-bodied persons should be encouraged to ride the same buses so that disabled persons are not segregated. Tour destinations should also be checked by either a local committee or the association staff. Even when suitable transportation is provided, tours destinations may be more or less inaccessible. Wheelchair users should be clearly informed of what to expect so they can decide which tours they wish to take.
Determination of Services for the Deaf

Interpreters for deaf attendees can best be thought of as an extension of the audio-visual services regularly available to supplement the spoken word. Interpretation services are usually available for $6.00 to $10.00 per hour, approximately the cost of renting a projector.

We found that some deaf people have a very strong preference for oral interpretation while others prefer sign language. At the time of registration, deaf persons should be asked to identify their needs for interpretation services, including an indication of their preference for either oral or sign language.

Local volunteers (parents or siblings of deaf children, teachers of the deaf, etc.) can usually be enlisted for interpreting at more informal occasions, such as registration, receptions, luncheons, tours and shopping trips. Volunteers should not be expected, however, to carry the responsibility for interpretation of regular sessions of technical association meetings. Both training and experience are necessary to interpret accurately the type of material presented at the sessions of most professional associations. Interpreters performing this service should be professionals and should be paid the standard fee for the particular locality.

Interpretation services for a meeting in a particular city are most easily arranged through a knowledgeable local contact, preferably someone who can use sign language. A registry of people recommended for this function can be obtained by writing to the Executive Director, National Association of the Deaf. It is suggested that a person from this registry be enlisted to coordinate the services for the meeting using interpreters available locally. The coordinator, along with deaf persons at the meeting site, can advise association staff on all aspects of services for the deaf persons at the meeting. It may be necessary to pay a fee to the person arranging interpretation services; however, the AAAS consultant in Boston received pay only for the interpretation she personally furnished.
During this initial preparation stage, the consultant for interpretation services and other deaf committee members should discuss with association staff the extent and probable cost of the services to be provided. This will depend on the resources of the association and the interpreters available as well as the number of deaf persons expected to attend. At a minimum the association should try to provide interpretation of all general sessions, during registration, and in any small sessions of special interest to deaf participants. Meeting planners must decide on the basis of meeting size and budget what they can afford, so that services to be available for the deaf can be announced well ahead of the meeting.

We urge associations not to wait until deaf persons notify them that they are coming before arranging for these minimum services. Deaf persons will hesitate to ask an association to provide a new service, especially one which will add to the cost of the meeting. However, if deaf persons can be assured that their associations will willingly provide the necessary services, they will willingly contact the meetings staff to discuss the interpretation services needed. (Coordination of these services will be discussed more fully in Chapters 2 and 3.)

It must be noted, however, that the cost of interpretation services can be substantial. For example, at the 8-day AAAS Boston meeting, an average of $150.00 per day was spent for professional interpreters who provided either sign language or oral interpretation as requested. The demand for interpreters may increase at future meetings, but efficient assignment and use of interpreters can keep costs down. This expense can be a part of the general meetings budget, or it can be charged, as other audio-visual costs sometimes are, to each separate symposium or panel. In addition, money is sometimes available from outside sources; both Exxon and the Du Pont Company contributed to the AAAS accessibility effort. Local educational organizations of and for the handicapped may also be willing to absorb some or all of the interpretation expenses, particularly if local deaf persons can be invited to certain events. In the end, however, each association must determine for itself what it can afford, then provide services according to some announced set of priorities, such as "first-come, first-served"; or interpreters only for major sessions; or whatever.

Provision of Services for the Blind

No special aids are essential for the blind at most professional meetings. The real need is for a welcoming attitude. Braille programs or volunteer readers may be helpful to some blind people under some circumstances, but most competent blind adults will prefer to manage themselves without special attention
provision of raised numerals or Braille on elevator control panels and door jambs, and Braille copy of programs and other printed materials should be available. However, care should be taken that you don't go overboard and insist on unnecessary services just to provide for the blind services equivalent to those for the deaf or persons who use wheelchairs. Two rules that will assure the provision of adequate services for blind meeting attendees are: (1) consult blind persons in your meeting planning stages (see Appendix C for names of national groups who can assist in local planning). Groups such as the National Federation of the Blind have chapters in every state; (2) advertise the available services, but don't push them on anyone.

Coordination with the Local Committee

Most associations form a "Local Committee" of its members who live near each meeting site and who serve as coordinators of specifically local meeting activities. An extremely important step is the involvement of this local committee in the planning, implementation, and evaluation of the accessibility effort. For example, for its 1976 Boston meeting, the AAAS had the help of the Massachusetts Council of Organizations of the Handicapped and its special advisory Committee on Accessibility, which assisted the AAAS Local Committee by providing information on previous accessibility efforts in Boston, local resources to aid accessibility, arrangements for tours and transportation, suggestions on local entertainment, hotels, restaurants, and so forth.

Physically disabled persons and others who are knowledgeable about local resources, including people who have already been involved in making metropolitan areas more accessible are obviously valuable assets to local meeting committees. Professional associations, in addition to seeking the advice of their own disabled members, should seek the advice of local organizations of disabled individuals. Two sources of information about such local organizations are noted above, and other organizations (listed in Appendix C) can provide names of persons in each state and in most major cities who would be valuable in planning an accessible meeting (and who might also prevent the patronizing, paternalistic attitude which can occasionally develop among the able-bodied).

Ideally, an association's charge to its local committee should include the accessibility requirement, to be carried out either by the committee as a whole or by a special advisory and working subcommittee composed of disabled persons and others interested in their needs. If a subcommittee is formed, it should keep the main committee continuously informed of its work. If one or two people serve on both committees, communication is much
improved. The main tasks for the local committee in this initial phase are to understand the needs of the handicapped so they can plan for local activities with disabled members' needs clearly in mind.

Members of the local committee or subcommittee should be assigned specific responsibilities. Especially helpful are local individuals who will make initial contacts and arrange for meetings with association headquarters staff during their on-site visits. Ideally, the following tasks will be assigned to the local committee:

1. Making all arrangements for the "wheel-through" of the meeting site to be carried out when an association staff person visits the site.

2. Contacting a local person who can arrange and provide for interpreters for the deaf. An appointment should be made with this person for the association staff to discuss the extent and cost of these services.

3. Conducting the survey of local transportation services.

4. Contacting local people who have been active in developing and providing resources for disabled individuals. Key people from this group should be asked to serve with the local committee.

5. Helping arrange tours which can include disabled persons. This involves discussions with tour directors, provision of interpretation services, and checking of tour sites for wheelchair accessibility.

6. Enlisting a local person, if possible an association member, to be responsible for the coordination of volunteer services for the disabled meeting attendees.

On visits to the meeting site, the association meeting personnel can assist the local committee in these tasks. However, these activities are more efficiently accomplished by a local person with in-depth knowledge of available resources. The members of the Massachusetts Council of Organizations of the Handicapped were a valuable and willing resource, and there are similar groups in every major city and even in many smaller towns across the country.

Decisions on the Extent of Services to Be Provided

Once the needs and resources have been assessed, the professional association will have enough information to decide what
services can be provided for the disabled individuals. After consideration of the resources at the meeting site and the money available, the association must make final decisions about the following items:

(1) What modifications at the meeting site can be made by the local committee or by the association (in addition to those already assured by the meeting site management)?

(2) What will be the extent of interpretation services for the deaf and on what basis will they be allotted if the demand is greater than the supply?

(3) What special transportation services will be offered by the association (in addition to those available through the local public transportation system)?

After these cost-related decisions are made, all special services to be available at the meeting should be listed and an announcement made to disabled members. As noted above, persons needing special accommodations to attend meetings often do not plan to attend, not do they expect the association to be aware of their needs. If their association offers them new options, they need time to plan their trip, request expense money, and arrange for released time and for preparation of papers to be presented.

Ideally, information about accessibility and special services should be announced in the first news release from the association describing the upcoming meeting. Certainly the information should be released before the deadline for the "Call for Papers." It is, of course, of utmost importance that the information being distributed to members (and the public) provide an accurate, clear and consistent picture of the accessibility effort.

There are three ways in which the accessibility effort can be publicized. First, all members of the association should be notified that there has been a commitment made to making the meeting accessible. Inclusion of that announcement in all periodicals, journals and newsletters of the association is a minimal requirement. In addition, subsequent publicity releases about the meeting should include a short statement on the meeting's accessibility. (Such notices were included weekly in Science, the official publication of AAAS.)

A second approach is through journals and other publications of associations in related fields. For example, to reach handicapped scientists, the AAAS had notices included in the Chemical and Engineering News, the Newsletter of the American Astronautical Society, Behavior Today, the Newsletter of the School Science and
Mathematics Association, Inc., Philosophy of Science Education Newsletter, the members' quarterly of the American Political Science Association, PS, and many others. As a result, non-members also learned of the AAAS meeting as a potential arena for presentation of their professional work, a place of which they might otherwise have remained unaware.

The third avenue, through announcement in publications of and for disabled individuals, is an effective means of reaching disabled individuals directly. Because the concept of accessibility is not yet widely accepted by professional associations, special efforts to contact disabled persons will be necessary until their attendance becomes the norm. There are many publications distributed by organizations of and for the disabled which would willingly print announcements of any professional association's accessible meeting. A list of periodicals of special interest to individuals with disabilities is included in Appendix E and examples of news releases and articles in professional journals and other publications are included in Appendix F. Other publicity efforts (covered in the Chapters 2, 3, and 4) include press releases to the news media and follow-up notices to all the publications contacted for the initial announcement of the effort.

Organization of Volunteer Services

An able and eager group of volunteers is crucial to the success of any accessibility effort, and a local coordinator of volunteers should be appointed who will devote some time to early organization of volunteer services, more time to final recruitment of volunteers and scheduling during the weeks preceding the meeting, and, if at all possible, full time to coordination of services during the meeting.

Most associations regularly use volunteers, especially students, to assist at their meetings as pages, guides, and in other ways. Such volunteers could also be instructed to give assistance to the disabled, but there are advantages to having separate volunteers for services to the disabled. For the purpose of this guide, we will assume that the volunteer services for the disabled will be carried out by a group of people not otherwise involved in the regular meeting program.

As a first step the coordinator of volunteer services should determine local sources of volunteers and publicize the up-coming meeting and the need for certain types of services. (Actual commitment of individuals should be secured about six weeks to one month prior to the meeting date.) Volunteers may be students, parents of disabled individuals, persons themselves disabled, rehabilitation personnel, members of organizations serving the disabled, or church or civic groups. The local
availability of volunteers and the experience and preference of the coordinator will determine the sources.

Probably the best all around source of volunteers is students from local colleges who have an interest in the subject of the meeting and who are willing to give some of their time to help someone else attend the meeting. These students can be contacted through university offices which are associated with curriculum related to persons with physical disabilities, through offices of student services for disabled individuals, or through departments of the university responsible for teaching courses most closely related to the general meeting topic. Campuswide announcements via the student radio station or newspaper may produce additional volunteers. Often there already exists at a college or university a core of people willing to assist, such as special education teachers, medical rehabilitation personnel and counselors, or personnel of a handicapped students resource center. Students preparing to teach or counsel disabled people will benefit by interacting with disabled professionals who will attend association meetings. University students majoring or engaged in graduate study in areas covered by the meeting program may also be happy to assist a disabled person to participate in a session in which they also would like to attend.

Students who assisted the AAAS at the Boston meeting were enthusiastic and eager to offer whatever assistance was needed. Also assisting were a few volunteers employed by rehabilitation related agencies and the disabled persons who served on the local committee on accessibility. A third source of volunteers was organizations which served the needs of handicapped individuals, and the civic and religious organizations which provide continuing volunteer assistance (such as: Spinal Cord Injury Foundation, Easter Seal Society, Protestant Guild for the Blind, and others).

In return for their time and assistance, the volunteers were provided free registration for the meeting symposia and other special events. Many of those working with the handicapped project attended meeting sessions in addition to offering assistance to participants. The best situation, in terms of the relationship between volunteer staff and participants, occurred when they
could go together to a symposium of mutual interest. The announcement that compensation for the volunteers is admittance to events at the professional meeting should, of course, be included in all publicity for volunteer staff recruitment. (The AAAS also paid for some local transportation and occasional lunches for volunteers.)

Adaptation of Pre-Meeting Procedures

News Releases. All news releases giving early pre-meeting information should refer to the efforts being made by the association to make the meeting accessible, as should the announcements in all association journals and newsletters and the routine mailings that mention the meeting in any way. At this early stage when all decisions have not yet been made, the reference can be a simple promise of more details to follow.

Meeting Forms. The Association's regular pre-registration and hotel reservation forms can be of great help in planning for any needs of disabled meeting attendees. On the pre-registration form a statement can be added, such as, "Please check here if you need special services due to a disability. We will contact you prior to the meeting." On the hotel reservation form, a question can be added, such as, "Do you need any special accommodations because of a disability? If so, please specify." (See Appendix G for copies of the AAAS forms.) Exact information is vital to the latter stages of planning for accessible accommodations, interpreters, special transportation, volunteer aid and other services and facilities.

Meeting Program. It is important that information about the accessibility effort and other services available to disabled persons be included in the printed program. At a minimum, the meetings program should include a general statement concerning the effort to make the meeting accessible, notation of inaccessible events, and location of the resource center at the meeting. A request for input and feedback on the effort may also be included in the meeting program. Copy for the program of a major meeting must be sent to the printer at least eight weeks before the meeting date, and the coordinator of the accessibility effort must be prepared to meet all copy deadlines for printing the meeting program. (See Appendix H for sample program information.)

Resource Center and Hotline. A resource center, staffed with volunteers ready to assist where needed, and a 24-hour hotline phone help to promote well-being among all meeting participants—able-bodied as well as disabled. For example, a person arriving late for an important session may appreciate a guide to a distant meeting room whether or not he happens to be blind, or an able-bodied person may be very thankful for the hotline in the event of a sudden illness. In our experience,
however, the major function of the resource room and hotline was the coordination of all volunteer and interpretation services. In Boston, there were no dramatic emergencies, but several people, both able-bodied as well as disabled, used and expressed appreciation for the service.

In the initial planning phase, a decision must be made concerning the space to be allotted for the resource center. If a room is available in the center of the activities, that is ideal. However, it is better to share space with another function, such as registration or hospitality, which takes place at the center of the action, than to have the resource center out of the mainstream of activity. The assignment of this space should receive the same careful consideration as that of any other event.

The order for the hotline phone will be a part of the regular meeting phone order, but serious thought should be given during the initial planning phase to who will answer the phone during the off hours. (The line can be installed to ring in a staff member's hotel room after the resource center is closed, or volunteers can be recruited to staff this service.)

Supplemental Activities

Municipal Accessibility Guide

In major metropolitan areas, the local Easter Seal Society (or some other organization) may have already prepared an accessibility guide to the city. For example, Access Boston is distributed free by the Boston Easter Seal Society. Such guides usually provide information concerning the physical accessibility of hotels, restaurants, historic and cultural sites, transportation and special services, and other data helpful to both meetings planners and disabled members. Not every guide is complete, and, in any case, facilities are constantly changing. The local planners should at least check the most important facilities, such as the restaurants closest to the meeting place and perhaps the city's most distinctive eating or entertainment places. If the local committee (or subcommittee), finds the evaluative cate-
gories used within the guide helpful, accurate, and appropriate for the meeting attendees, the committee should request enough copies to send in advance to disabled persons who identify themselves on the pre-registration form, with extra copies available at the Resource Center.

Inclusion in the Substance of the Meeting

In addition to the essential activities that encourage and enable disabled individuals to attend a meeting, there are two additional aspects to inclusion of the physically disabled in the substance of the meeting. One is a session (or sessions) which focuses on the professional needs of handicapped persons; the other is to include disabled individuals in the meeting leadership. Planning for these aspects must also begin in the initial planning phase.

The focusing on professional needs can be through a symposium or workshop on "Disabled Persons in..." (i.e., "Disabled Persons in Science," or education, or basic research). At its 1975 Annual Meeting, the AAAS held a symposium entitled, "The Physically Disabled Scientist: Potential and Problems," in which a panel of disabled scientists examined the problems and needs of the disabled in reaching their individual goals. This symposium, arranged by the AAAS Office of Opportunities in Science, occurred at the annual meeting prior to the one at which the major accessibility effort was made and provided part of the education within the Association for sensitivity to the needs of disabled individuals; although the attendance was modest, the repercussions were great in terms of influence on the Association. Through similar symposia at other professional society meetings, disabled individuals can both begin the educational process within a professional society and disseminate information about the work being done with and for individuals with disabilities working in the particular field, discipline or issue of the meeting.
The symposium, "Science, Technology and the Handicapped," held at the following (1976) AAAS Annual Meeting explored the technological advances being made for the handicapped, the ways in which architectural, transportation, and career barriers are being overcome for the disabled scientist, the implications for action by professional associations, and the overall policy implications. This symposium again presented issues to those in attendance at the annual meeting to help sensitize members to the presence and needs of the handicapped in science, and it drew attention both to dramatic new technological advances and to the needs for further research and development. (The proceedings of this symposium, Science, Technology and the Handicapped, have been published by the AAAS and may be obtained from the Office of Opportunities in Science.) Future symposia may focus on the politics, law, psychology, and sociology of handicapping conditions.

As sensitivity to the abilities and accomplishments of persons with physical disabilities increases and as disabled persons themselves become accustomed to attending meetings, we expect the physically disabled to be included more frequently in the AAAS meetings as workshop leaders, symposia discussants, and participants. This second aspect of inclusion of physically disabled individuals in the substance of the meeting gets at the real intention of the accessibility effort: meaningful inclusion. The sole concern of the disabled scientist is not his or her handicapping condition. On the contrary, the major concern is professional growth in the sciences or other professions. To be limited as a professional because of disability is what is to be avoided, as is exclusion from participation as a leader in a meeting of a professional association because of the same irrelevant handicapping condition.

At the present time, a special effort is necessary to assure physically disabled individuals some meaningful and visible role in their professional associations' meetings. Visibility is so often denied disabled persons in our society that, to overcome the norm of unintentional exclusion, special attempts must often be made to ensure inclusion. Inclusion in the leadership of the association meeting must, of course, be on the basis of professional competence, but competent disabled professionals are not hard to find if one expends just a little effort on the seeking.

The professional needs of disabled individuals may also be fulfilled by planning special events which are designed to bring disabled and able-bodied members of the association together in a variety of settings. The sense of isolation among physically disabled members of an association may be lessened by receptions, luncheon or dinner meetings, and hospitality rooms which encourage informal, meaningful dialogue, exchange of information, and development of professional and personal relationships. Such activities encourage and facilitate lively interactions.
among all association members. Successful special events at the AAAS Annual Meeting in Boston included a luncheon featuring a speech on the perspectives in education for the handicapped, an evening reception with refreshments and music, and a breakfast meeting with a speech on new horizons in rehabilitation research on disabilities. Disabled scientists were also among those invited to special events such as the opening night VIP reception hosted by the Boston Local Committee.

Resource Group of Disabled Individuals

The AAAS has developed a roster of disabled individuals who will serve as resource persons for a variety of activities, and other associations may find it worthwhile to carry out a similar project. To develop the roster, throughout 1975 the AAAS Project on the Handicapped in Science sought to reach disabled scientists through *Science* magazine, news releases to public media and professional journals (See Appendix I), and announcements in the publications of and for the disabled. The AAAS Project requested disabled scientists to identify themselves, and through a questionnaire sent to those who responded (See Appendix J), the AAAS obtained detailed information on education, professional standing, experience, etc., from approximately 500 scientists. The data gathered from this survey is being used to develop and implement specific projects aimed at meeting the needs of disabled scientists. Part of the continuing effort is increased accessibility at the annual meeting of the Association, but beyond that are specific projects aimed at improving science education and career opportunities in science for the physically disabled.
The AAAS Project on the Handicapped in Science has a growing list of disabled persons willing to serve as equal opportunity and accessibility consultants to other professional associations and to employers. The roster is a good source of resource persons who can help meeting planners of any association and with whom meeting planners could consult on the special needs of an association's physically disabled members. (Information necessary to contact these consultants is available upon request from the AAAS Office of Opportunities in Science.) Other professional associations can easily adapt the AAAS design to their own situation, beginning with the request, in their own publications, that their disabled members identify themselves. The reasons for requesting self-identification must be made clear. If the request seems frivolous or ill-conceived, many disabled will not respond.

Meeting of Disabled Members

The physically disabled members of any association form a special subset within the organization, and some will see benefit in organizing themselves as a sort of "special interest" group. Disabled members, in addition to working for and being present at regularly organized sectional and regional issue-oriented sessions, may welcome an opportunity to meet in a business/discussion session which would focus on their specific concerns. Such an opportunity could be helpful both to them and to their professional colleagues if the latter can learn from the experiences of the former as they address issues related to education, employment and professional fulfillment. Practical ideas on how the meeting can be made more accessible would naturally come from such a meeting.

The planning and direction of a meeting to form a caucus of disabled members should be the responsibility of a committee of disabled individuals who plan on attending the association's regular meeting. Even if the early arrangements must be made by an association staff member, that person should consult with disabled members of the association and turn the responsibility for conducting the meeting over to the disabled members as soon as possible.

Placement Services

When arranging for employment or placement services which may be held at the meeting, meetings staff should, of course, attempt to involve persons with physical disabilities, both in the process of gaining employment and in making the job placement area accessible to disabled people. The association might emphasize in its employment literature that it abides by the affirmative action regulations, including nondiscrimination on the basis of disabilities. Publicity releases about a meeting's job replacement service should also announce to persons with
disabilities that their employment needs will be addressed. Such releases will also let employers know that disabled persons will be present seeking employment and will be available to consult about and discuss equal opportunity programs.

**Exhibits**

If the association's meeting includes an exhibit of books, products, or services, the committee planning the barrier-free meeting should encourage the allocation of space for display of outstanding projects, programs, and resources for the disabled which are within the scope and interest of all the persons attending the meeting. Individuals dealing in rehabilitation and training, educators from universities, secondary and elementary schools, and local members of organizations of and for the handicapped can be encouraged to have an exhibit and to talk with other meeting participants. Publicity to determine the extent to which individuals and organizations are interested in exhibit space for their products or work must be undertaken during the early preparation phase of planning for the meeting. At the AAAS Boston meeting space was provided for seventeen such exhibitors. The exhibits included the work of rehabilitation and research and training centers, local organizations which serve handicapped individuals, demonstrations of technological applications, and teacher-training programs. They created lively interest among scientists attending the meeting.
CHAPTER 2

PRE-MEETING PREPARATION

A meeting planner considering all the various functions and activities of a professional association's meeting may find the idea of making them all accessible staggering, but the essential requirements for making a meeting barrier-free are really few. The key factors are (1) an early start, (2) a reliable assessment of needs and resources, (3) a realistic design to meet deficiencies in needed services, and (4) a local committee which works effectively and which can recruit needed volunteers. The activities outlined in the previous chapter are the necessary foundation. Then, during the last six to eight weeks before the meeting, the final pre-meeting arrangements are made to facilitate the full participation of the physically disabled. Each of the activities in this planning phase are continuations of those originating during the initial planning phases.

During the period immediately preceding the meeting, the momentum of planning for the handicapped increases, as do all other pre-meeting activities. At this point, those responsible for the accessibility effort check each task begun during the initial planning phase to see if it has been accomplished or is moving on schedule. Then the schedule of activities and tasks to be accomplished at the meeting are reviewed and detailed plans and assignments are made to assure that everything will go smoothly at the meeting. We found it helpful to have a full-day meeting at the meeting site of the key people responsible for assignments from this point through the actual meeting. The group included a AAAS staff person, the coordinators of volunteers and interpreters and members of the AAAS local committee, including a disabled professional. This meeting gave the group a chance to discuss the relationships among tasks and between these tasks and the meeting as a whole. In the discussions, many opportunities were provided for the development of mutual assistance and support.
Essential Activities

Site Arrangements -- Public and Private Rooms

Most of the work to assure that all facilities, meeting rooms, restrooms, and hotel rooms are accessible to wheelchairs should have been accomplished in the initial preparation phase. However, it is imperative that checks be made to see if promised modifications or other arrangements have actually been carried out on schedule. This check should be made at least two months prior to the meeting date, to give time for any unmet commitments to be fulfilled. Meetings planners should always remember that even one forgotten ramp could make the entire meeting inaccessible.

Use of meeting facilities by wheelchair occupants can be made easier by signs which include the International Sign of Accessibility that point to the accessible restrooms and phones and to the elevator or ramp which provide bypasses for stairs or escalators. Other signs should be plentifully provided at branch points of all major corridors and in lobbies to point out special accommodations or services (such as the resource center) that are provided especially for the meeting. There are standard access signs available to hotels for identification of accessible facilities. (Access signs are available from the Vermont, Alabama, and California Commissions on Employment of the Handicapped, and the Massachusetts Department of Corrections.) However, if the hotel management has not secured and posted these signs, the association should plan now to make a number of signs on poster board with the standard access symbol. These signs can be prepared or purchased with arrows pointing in appropriate directions.

The actual assignment of hotel rooms (as members' reservation forms come in) takes place during this phase. Room assignments are usually handled by either a convention bureau, for very large meetings, or by the hotel staff. Association staff should make advance arrangements with convention bureau personnel to ensure that they are aware of accessible accommodations available at the various hotels near the convention site.
and that they check each reservation form for any special facilities required. Hotel reservation forms which request the disabled to state in detail their special needs (wheelchair-accessible bathroom, room in a certain hotel, near an elevator, etc.) will facilitate room assignment. The request for special services should be filled if at all possible, and a disabled person who has requested special accommodations must be informed immediately if the room assigned does not meet his or her requirements, so that other arrangements may be made if desired. Persons making room assignments should be encouraged to contact association staff or a disabled consultant if there are questions about a particular room assignment. A check of all room assignments should also be made before the meeting begins to make sure all requests have been adequately filled.
Transportation Arrangements

Some people may request assistance with transportation to and from transportation terminals. Long walks in airports are difficult for people with mobility problems, and blind and deaf persons not familiar with a particular transportation terminal may also request assistance. Each disabled person should be asked to specify what he or she does or does not want, and their wishes should be respected. "Help" is only that assistance which is perceived by the disabled person as being helpful. The necessary individual services can be furnished by volunteers, but meeting planners must prepare (or have a local committee person prepare) a careful, accurate check list showing days and times of arrivals, locations of transportation terminals, airline and flight numbers or similar information for trains or buses, numbers of people in each party, and type of service needed for every disabled person or group who requests it. Transportation can be scheduled in accordance with information supplied in a questionnaire to send to each person who requests this service. If time is limited or if few handicapped members are involved, the transportation information can be obtained by phone using the same questionnaire. A copy of the completed questionnaire should be given to the volunteer who will pick up each person, and another copy of each questionnaire should be kept in the resource center in case of need. (See Appendix K for sample questionnaire.)

Some other transportation matters needing attention at this point are the following:

(1) **Taxis.** Check with local disabled persons for recommendations about taxis. Often one company is especially attuned to the needs of the disabled.

(2) **Supplementary transportation services.** Check to see if there are local public or voluntary associations that provide transportation for disabled or elderly persons and which might supplement other transportation available to disabled meeting participants.

(3) **Rental cars.** Inquire at car rental agencies to determine availability of cars with hand controls (if any participant needs them). Hertz and Avis, for example, both supply controls, but advance notice is required.

(4) **Unique site problems.** Define any transportation problems unique to the meeting site or time of the year. For example, if riding shuttle buses is necessary to attend all sessions and if accessible buses are not available, arrangements for alternate transportation should be made. Often local solutions to this problem already exist, for example, the school system may have vans or school buses equipped to carry wheelchairs.
If requests are made far enough in advance, arrange-
ments to borrow these vehicles may be able to be
made.

As in all advance planning, meetings organizers who think
ahead about as many possible contingencies as possible will not
be taken by surprise. For instance, snow storms can present
serious problems for persons with mobility problems. Curbs and
normal directional guides used by the blind may vanish under
the snow. Wheelchairs will require extra pushing power. If
snow or other severe weather is a possibility, try to arrange
for extra volunteers as well as the hotel's (and the city's)
assurance of promptly cleared areas. (In Boston during our
February meeting, one of the local handicapped resource persons
called the city and received assurances in advance of prompt
snow removal in the hotel area.)

Interpretation Services for the Deaf

Based on the survey of available interpreting services
(completed in the initial preparation phase) and on the number
of deaf persons requesting these services through pre-registration
forms, an initial estimate can be made of the amount of inter-
preting which will be required for the meeting. The person
arranging the interpretation services should remember that many
defaf professionals work in a hearing world and prefer to lip-
read rather than use sign language. Interpreters should be
enlisted who are able to perform both manual and oral interpre-
tation and, fortunately, most interpreters do both equally well.
In all general sessions, both types of interpretation should
be provided.

Costs for these services should be estimated and reported
to the local committee. The association can expect to pay a
minimum of $7.50 and hour for professional interpreting services
or $50 for an 8-hour day. As the meeting time approaches, a
definite commitment must be made to some number of interpreters
in order to reserve their services. Even with good planning there may be a surplus of interpreters at certain times or events at the meeting, and at other times there may be more requests than can be filled. Under ideal conditions—enough light and a seat close to the speaker—persons who read lips will not need an interpreter. They may need note takers, however, since it is impossible to take notes while watching sign language or reading lips. At the AAAS meeting in Boston, four or five interpreters were available each day for symposium sessions, public and special lectures and special events. The daily program included up to twenty simultaneous sessions. Note takers were recruited as needed from the volunteer staff. Requests for interpreters at sessions were filled on a first come, first served basis, and it was possible, on two occasions to make last minute arrangements for additional interpreters.

Interpretation services for the deaf can be extended to official and unofficial activities of the meeting as resources permit. Often people who know sign language, but are not registered interpreters, will volunteer to sign at social functions or on an informal basis if they know this service is needed. Parents or others in families with deaf members often have this skill, would be happy to help, and would enjoy the contact with deaf professionals at the meeting. For names of likely volunteers, meetings planners should contact the director of special education in
the local public school system or at any special schools for the deaf in or near the meeting city. The National Association of the Deaf will know whether there is a local organization of parents of deaf children and will supply current information on whom to contact. However, while volunteers can be a good supplementary source of interpreting services, they cannot be expected to carry the full load of interpreting required for a meeting.

Information for Preregistrants

A packet of materials containing all accessibility information available should be sent to the disabled persons who identify themselves on the preregistration forms. As noted earlier, accessibility information on the following facilities is absolutely necessary: hotels and restaurants close to the meeting site (including information on restrooms*), transportation terminals and public transportation. Local groups of disabled persons, the local and state rehabilitation agency, and Easter Seal Society are good sources for this information and they may have already assembled such a packet of information.

Along with the above materials, the association should send a copy of the meeting program. Handicapped members will welcome the extra planning time advance information allows, and information regarding sessions at which reading services for the blind or interpretation services for the deaf can be identified in advance.

If many blind persons are expected, braille or recorded copies of the meeting program or a summary program can be very helpful. Also for the blind, slides, charts or chalkboard presentations need to be accompanied by a running oral narrative. Usually this occurs anyway, but a note could be included in the "Call for Papers" explaining the need for such commentary, and chairpersons can remind speakers at meeting time.

There are a few other special arrangements which will be

*When surveying restaurants and hotels, list any barriers found so that people may decide whether or not they wish to patronize the facilities. Fully accessible establishments should be noted as such.
helpful to the disabled individuals attending the meeting. These require preplanning but little actual effort. For example, at least two months before the meeting, program participants could be asked to have extra copies of their papers available (at the meeting) for those deaf individuals so that they may have copies to refer to during presentations.

Training for Volunteers

Just prior to the opening day of the meeting, training sessions should be provided for the volunteer staff. Depending on the number of volunteers and their schedules, one training session may be held during the day and another in the evening. The major goals of the training sessions are (1) to develop a good working relationship between volunteers and association staff; (2) to demonstrate how best to offer assistance to a blind person, a deaf person, or someone in a wheelchair; (3) to clear up confusion and to answer questions about procedures and expectations during the meeting.

An agenda for the volunteer training session should be developed by the association staff in cooperation with individuals who are themselves disabled. Local individuals who have been recruiting volunteers, a professional interpreter, and one or more members of the hotel staff should also be invited both to learn and to contribute to the training session. A form should be used during the training session to gather information from the volunteers to aid in scheduling personnel for the Resource Center. The form we used is included as Appendix L.

The meeting planners may also want to invite additional hotel representatives to the training session. There will already have been consultations with hotel management about accessibility problems, and some changes in the hotel facilities may have been made. Thus, hotel personnel may be able to supply new information, as well as learn more about how to assist physically handicapped persons.

It is essential that volunteers understand the nature of the meeting and have a very good grasp of its basic design, structure and flow. Overlapping or simultaneous events should be noted, and volunteers should be able to find quickly particular symposia, lectures, workshops, presentations, tours, public lectures, film presentations, exhibits and so forth, as requested by those they are to help. Volunteers should be told about any plenary or business sessions at which members' attendance is advisable. The volunteers might even welcome some advice on how to enjoy and survive the meeting, since professional meetings tend to be exhausting experiences.
The volunteers who help to make a professional meeting accessible to the physically disabled should receive some recognition for their time and energy investment. Free access to all meeting activities is usually an appropriate and welcome compensation; reimbursement for meeting travel and food expenses and some additional form of recognition--party, dinner, or gift--could also be given.

Public Information

Two months before the meeting date, a news release should be issued that lists specifically the services which will be available to the physically disabled at the meeting. The release should be sent to consumer publications for the handicapped, publications of organizations and agencies of and for the handicapped, and radio and television stations within a 300-mile radius of the meeting site. (See Appendix M for sample news release, Appendix E for a list of consumer publications, and Appendix C for Organizations of and for the Handicapped.) It is extremely important that this news release reach the media seen by the disabled. Since the disabled are not expecting to find meetings accessible to them, wide publicity may be needed to draw attention to the services to be provided. A letter was sent to educators and physically disabled individuals in the Boston area and organizations of and for the handicapped inviting them to participate in the special activities of the AAAS Project on the Handicapped in Science at the Association's 1976 Annual Meeting in Boston (See Appendix N for copy).

Resource Center

As indicated in the preceding chapter, at meeting time a place must be available for dissemination of information and coordination of special services for the participants with handicaps. Space for these tasks can be made at a desk in the registration area or in a separate room. For its Resource Center, the AAAS utilized a room adjacent to the Hospitality Room (always provided by the Local Committee). The braille and printed materials were there, as were the phones from which the volunteers and association staff responded to requests for assistance.

In this last stage of pre-meeting activity, requests for the room, furniture, and telephone service need to be made. In securing space for the Resource Center, remember that it is far better to have a less than ideal space in the mainstream of meeting activity than luxurious, but isolated, accommodations.
Responsibilities of Session Chairpersons

About two months before the meeting, all persons responsible for presiding over a session should receive a letter informing them of the extra provisions recommended for disabled persons. Session chairpersons should be made aware that some changes may need to be made in seating arrangements to provide room for wheelchairs and for deaf persons and their interpreters. They should also be asked to remind speakers in advance that slides or other visual aids should be fully described for the visually impaired (which probably includes lots of "sighted" attendees sitting in the rear!). Early information about lighting, need for plug-ins for recording equipment, and other arrangements can allow each chairperson to take responsibility for making the necessary adjustments in the individual sessions. (See Appendix 0 for a copy of the letter sent by AAAS. We also had copies of this letter available at the meeting for any chairpersons who needed them for speakers.)

Supplemental Activities

Consultation with Tour Planners

Detailed planning for accessible tours begins now. The task of influencing tour design must accompany the added task of dissemination of information to the meeting participants. Because of printing deadlines, it may not be possible to include complete notation on the accessibility of each tour in the printed program. If not, an additional sheet should be prepared which indicates for each tour the accessibility services which are or are not provided. The tour arranger should consult with disabled members of the on-site committee on selection, and either trial runs of some of the tours or visits to the tour site by the tour arranger and disabled may be useful.

Planning for Meeting of Disabled Participants

By the Pre-Meeting stage of planning, disabled individuals should have been consulted concerning the desirability of a special
meeting of the disabled participants for the purpose of discussion, as outlined in the previous chapter. If thought desirable, a general plan for its design should be developed, time and space secured and other arrangements made in consultation with disabled members.
CHAPTER 3

THE MEETING

During the meeting, the major task for the association staff working on the accessibility effort is coordination of services in response to requests. They must also arrange for continuing publicity and encourage inclusion of the handicapped in the events of the meeting. If each task mentioned previously has been completed, if the local committee is functioning well, and if an adequate group of volunteers has been enlisted and trained, activities during the meeting should run smoothly.

Essential Activities

Registration

No special registration procedures are needed for members with physical handicaps, provided the registration area is wheelchair accessible. An interpreter could be helpful to deaf registrants, and a volunteer could be asked to serve in this capacity. A lower counter or table would also be convenient for registrants in wheelchairs. In the registration area especially, there should be adequate advertising of services which are available through the resource center. Signs that list the services which the disabled participants can expect from the resource center need to be displayed throughout the meeting complex, along with signs which give clear directions to the center's location.

Resource Center

The director of the resource center, usually an association staff member, must coordinate all activities that take place there. The duties of the resource center director include:

(1) Arranging for the center to be an inviting and comfortable place for the disabled attendees to come for information, assistance or relaxation.

-32-
(2) Scheduling persons to answer the hotline phone and relay messages.

(3) Working with the coordinators of interpreters and volunteers to schedule requested services.

(4) Coordinating publicity about the accessibility effort.

The resource center should be open each day of the meeting from at least one hour before the first session until one hour after the last. On registration day and during other days with large night sessions it should also be open in the evening. The hotline should be available 24 hours a day. The director of the resource center need not provide staff to answer all emergencies, but he or she should know where to refer people who have problems. In addition to answering emergency requests, coordinating volunteer services, and communicating with other association and hotel offices.

The location of the resource center should have been printed in the meeting program, along with a list of the services available, hours of operation, and if possible, the hotline phone number. This same information should be posted near the meeting registration desk, at each hotel registration desk, and should be given to bell captains in each hotel and to hotel telephone operators.

Volunteer Services

The coordinator of volunteer services should be on duty in the resource center during the entire meeting. Volunteer schedules should be worked out prior to the meeting, so that a volunteer is present to answer requests received just before and during the meeting. Schedules should show names and phone numbers of volunteers and their hourly and daily assignments. (See Appendix L.) The AAAS staff found that for a meeting with 5500 registrants, of whom about 200 were disabled, about five volunteers should be
available in the center at all times. (A list of substitutes who can be called as needed is highly advisable.) For maximum freedom of movement, volunteers should be given distinctive identification badges. Since the AAAS volunteers were given complimentary registration at the meeting, we used the regular AAAS staff registration badge on which we typed the volunteer's name and added with a rubber stamp the International Symbol of Access.

The coordinator of volunteers must track the flow of services provided by volunteers. For all but the smallest meetings a standardized form is needed which includes not only description of the service and time given, but space for comments from the volunteer about special problems. (See Appendix P.) In addition to aiding coordination, use of such a form provides a record of the kinds of handicapping conditions the staff dealt with and the number of requests answered.

Volunteers may also assist in answering the hotline phone after the resource center is closed. At meetings with large numbers of handicapped persons, it may be desirable to have two people available in case of an emergency—one to stay by the phone and another to go to assist the person calling. Hotline staffing is not chiefly for medical emergencies, and it should not be assumed that disabled people are unduly prone to illness.

**Interpretation Services**

By the time the meeting begins, the coordinator of interpretation services should have secured interpreters for all general meetings and special functions, and instructions should have been given to all session chairpersons on how to request interpreters at the last minute. A chart listing every activity of the meeting should be posted in the resource center, with sessions covered by interpreters indicated on the chart. Deaf persons should be asked to check with the resource room as soon as they arrive at
the meeting to see if their requested interpretation services have be arranged. Additional requests may also be made at that time. There may, of course, be more last minute requests than can be filled, but when interpretation services are posted, the deaf person can usually find another interpreted session to attend. If interpreters are available, deaf meeting attendees will have much more contact with their hearing colleagues at informal gatherings and on sight-seeing excursions. Any unassigned interpreters can be on call in the resource room so that the deaf meeting attendees can request them as needed.

Public Information Arrangements

To increase the participation (and visibility) of the physically disabled in all the activities of the association, there should be a press conference at the meeting about the accessibility project, media and press interviews with members of the association with physical disabilities, and a photographic record of meeting events in which members with disabilities participate. Arrangements for these activities should be made through the association's usual media relations person or press room. Maximum inclusion of the disabled members in the publicity efforts will have greatest impact if this information can be disseminated through radio and television stations, and all the newsletters, journals and newspapers contacted about the accessibility effort in the earlier publicity phase. An aggressive approach to the media can result in widespread publicity. (See Appendix Q for a reprint of an article which appeared in The Washington Star.)

At the AAAS meeting, one of the volunteers was equipped with camera and film and asked to roam the meeting and photograph the exhibit area, symposia, and lectures to document the accessibility efforts. Some of these photographs were used in the press releases and throughout this guide. AAAS staff and the handicapped scientists granted interviews with reporters from a variety of media and press formats, and, in addition, general press releases were issued.
A word of caution concerning publicity: The goal is to increase the visibility of a particular group and thereby emphasizing the diversity within a profession, and to do so in a way which is not exploitative or patronizing. Increasing the participation of a minority often requires a deliberate increase in visibility, but this increase should be considered a temporary strategy for achievement of the goal. Too much publicity and "separating out" will be disrupting and may destroy all the positive intentions of the accessibility effort. A fine balance must be maintained so that visibility will not result in alienation of disabled attendees.

Supplemental Activities

Disabled Members' Evaluation Meeting

Ideally, a gathering of attendees with disabilities should occur sometime near the end of the association's meeting, in an informal setting which permits free exchange of feelings and opinions. These conditions will allow for the maximum number of participants and for an open evaluation of the accessibility effort.

At the gathering, the association staff should encourage and pay careful attention to the free discussion of issues and problems. Identification of areas of concern, appropriate goals for association involvement, and additional activities that can be undertaken can all be discussed. (At the AAAS Boston meeting, this group provided an incisive evaluation of the accessibility effort, and many of their comments have been incorporated in this guide.)

The association members with disabilities may wish to establish a caucus or request the association to form a task force. Additional tasks of the meeting should be to decide how best to use the input from the group, to plan for future meetings and to develop a strategy for the group to act as an effective resource for future association activities for and with the disabled.
An organized plan for follow-up on an initial accessibility effort is a necessary last step to insure that future meetings of the association will also be barrier-free. This chapter offers suggestions on obtaining and using information from a structured evaluation to plan future meetings.

Evaluation

Evaluation should furnish feedback on the effectiveness of an accessibility effort and lead to suggestions for changes to improve subsequent meetings. At the time an association first makes a commitment to accessibility, it should list the specific goals to be accomplished. At each stage of planning, other goals may be added, and a systematic review of all goals and procedures should be carried out after the meeting.

Every disabled participant should be asked for an evaluation, and forms for the evaluation can be distributed at the meeting or mailed at its conclusion. Staff and volunteers may also make informal inquiries and make notes on the responses. (A sample evaluation form is included as Appendix R.) The able-bodied meeting participants should also be asked to evaluate the effort to include the disabled, either informally or as a part of a standard meeting evaluation form.

However the evaluation is done, the following points should be kept in mind:

1. Each type of activity at the meeting should be evaluated: business meetings, general meetings, social functions, tours, accommodations, transportation, and substantive sessions.

2. All disabled persons who attended the meeting should be invited to take part in the evaluation. If possible, disabled members of the association who did not attend the meeting should also be asked for their comments,
in case the reason for their not attending may be significant to future planning.

(3) Evaluation by other meeting attendees, association staff, local committee members, board members, and regular association members can both yield information and reinforce their commitment to future accessibility efforts.

(4) Useful information can be gathered from hotel personnel, convention bureau staff, tour managers, and restaurant personnel.

(5) A final, most important point is listen carefully, especially to the people who worked directly with the accessibility project staff: volunteers, coordinators of interpretation services, and disabled resource people.

(6) When all evaluation data has been collected and analyzed, those taking part in the evaluation and those responsible for the planning of future meetings should receive a summary of the data and its implications for future meetings.

(The AAAS's only formal evaluation of the accessibility effort took place at a gathering of the disabled participants during the 1976 Annual Meeting, but the opinions of all key participants in the effort have been solicited in the preparation of this guide. Spontaneous evaluations also arrived from many sources.)

Establishing a Task Force

An obvious outcome from a gathering of concerned individuals within an association is establishment of a task force or committee to study and report on those concerns. Such a task force often becomes actively involved in carrying out their own recommendations, often on a wider scale than was originally anticipated. After an initial commitment to making meetings accessible, associations may very well want to look beyond the meeting itself to the broader questions of the status of disabled persons in the profession.
and their access to education and professional training. The model task force will have some members who are chosen for their status in the profession and others who have expertise on various handicapping conditions. (It is preferable that some persons in both categories have the perspective that a personal disability can provide.)

Planning for Future Meetings

While enthusiasm is high, it is easy to obtain a commitment from the association for future accessibility efforts, and planning for such continuing efforts should begin as an immediate follow-up of the initial effort. Guidelines for achieving accessibility at future meetings can readily be established on the basis of staff experience and the evaluation mentioned above. Once guidelines are established, responsibilities of staff, local committees, and others can be determined and assigned, and program development can begin.

One person on the permanent association staff should have continuing responsibility for the effort. Normally, that person will be—or will be selected by—the association’s meetings director. A task force, as described in the previous section, can serve as advisory group for future accessibility efforts. In addition, this group may be willing to assume part of the responsibility for planning and implementation. If a task force is not formed, the staff director of the accessibility effort should enlist the assistance of association members who are disabled to serve in an advisory capacity, and he or she should identify handicapped persons or organizations close to the association’s headquarters on whom he or she can depend for technical advice.

Reporting the Meeting

Another important follow-up activity is a report to the total association membership on the accessibility effort. Typically, such a report will take the form of an article in the journal(s) and/or newsletter(s) received by the membership. The article should describe the accessibility effort and report both evaluation and future plans.

In addition, a description of the accessibility effort should be sent to each publication in which the effort was announced initially. Physically disabled participants in the meeting should be encouraged to write articles for publications of organizations of and for the handicapped of which they are members. (A copy of a AAAS article which appeared in Science is included as Appendix S.) These efforts help to reach handicapped members who did not attend the meeting at which the initial accessibility effort was made.
Smaller Meetings

When smaller meetings are planned, there is usually an opportunity to select an accessible facility, rather than having to use and adapt a less accessible one selected long in advance. The guidelines described here can be applied to any size facility, and additionally, answers to the following questions will help determine if the site should be considered:

1. Is there valet parking or a nearby lot (preferably one with extra wide parking spaces for persons using wheelchairs)?

2. Is the entrance level or ramped?

3. Is there an entrance door at least 32 inches wide?

4. Is the route to the meeting room(s) either level or ramped?

5. Are there wheelchair accessible restrooms on the same floor as the meeting or on another floor that can be reached by elevator?

6. If the meeting is to last through a mealtime, are there accessible restaurants nearby?

7. If overnight accommodations are required, are wheelchair accessible (including bathroom) hotel rooms conveniently available?

If to each of these preliminary questions one can answer "yes," the meeting place is probably sufficiently accessible. The facility should be examined, however, before final selection is made.

Other arrangements, such as interpretation services for the deaf, can be made by following the same guidelines as are recommendations for larger meetings.

Conclusions

A barrier-free meeting is really not difficult to arrange, even for the first time, if meeting organizers plan ahead and follow the procedures in this guide. For each subsequent meeting, the process will become easier, and finally, provision for handicapped attendees will be no more onerous than any of the other complicated arrangements that meetings committees and offices regularly make. Accessibility will become automatic and natural, and that will be a great step forward. Further, if the major professional associations will all pursue the goal of barrier-free
meetings for several years, special efforts of this kind will no longer be necessary; hotels and convention bureaus and travel agents will expect to include the handicapped in their regular services. Ramps, hydraulic lifts or elevators, and signs on accessible facilities will become standard. After all, how many times is a big convention hotel going to assemble and remove ramps before they make their modifications permanent?

As association staff and committees develop the awareness and the know-how that goes into making the annual meetings accessible, that experience can easily be applied to other ends. A logical next step would be the provision of full access to all association-sponsored events, large and small, and to the headquarters of the society. Hiring practices should also become more consciously positive toward the handicapped.

Consistent efforts by the professional associations in the next couple of years can have other positive benefits as well. The disabled will become used to the idea that they can participate in their own professional meetings, they will attend in greater numbers, and they will require fewer special services and events. The non-disabled will come to expect them and will learn to interact with them as fully professional members of their societies. Physically disabled persons will begin to be active in the policy and program activities of the associations. The attitudes of the "able," which in the past have barred access as much as have the physical and communication barriers, will gradually disappear with the physical obstacles. The professions will have "mainstreamed" their physically disabled members, and that is, after all, what we are all after.
TIME LINE TO BARRIER-FREE MEETINGS

Commitment of Association

Begin overall

Begin planning for Barrier-Free Meeting

Accessibility

Procedures

Meet with Disabled Advisors

Organize Effort
Early announcement of effort

Check meeting facilities/accommodations
Recommend modifications
Assess transportation facilities
Make preliminary decisions on accessibility

Determine and list basic services to be provided

Announce Accessibility Effort Early

Revise meeting forms for all disabled to request needed assistance
Meet with local on-site committee
Organize local committee of disabled persons
Include provisions for disabled in planning for tours, special events, etc.

Check progress of modifications
Determine modifications to be made by association
List available transportation
Prepare exact description of hotel accommodations

Enlist coordinators of volunteer and interpretation services
Determine sources of volunteers
Determine available interpretation services
Determine transportation services to be provided
Determine services to be available for the blind

Coordinate Planning with Association Staff, Local Committee, Disabled Consultants

Make Decisions for Services to be Provided
### Announce the Description of All Facilities and Services
- Prepare all copy for meeting program before printing deadline
- Reserve space for resource center
- Order hotline
- Schedule meetings of disabled attendees (business, social, exhibits, caucus, etc.)

### Develop system to assure room assignments as required by disabled
- Prepare packets of local accessibility guides and other information for disabled persons

### Contact and enlist local resources
- Develop system for assigning interpreters
- Begin enlisting volunteers
- Secure tentative commitment of interpreters
- Schedule interpreters for all general meetings

### Check Everything—Especially Commitments for Modifications of Facilities
- Meet at site with all key people
- Send meeting program and packet to allregistrants
- Press release to public media
- Announce barrier-free meeting services available, open sessions
- Notify session chairpersons of responsibilities to disabled attendees
- Define and schedule exact services available on tours

### Check room assignments
- Post access signs

### Make tentative schedule of volunteers
- Order braille materials
- Schedule interpretation and transportation services per request
- Organize resource center
- Train volunteers and hotel staff

### Meet with All Key People
- Provide interpreters and volunteers to assist with registration
- Enlist press coverage
- Gather evaluation data

### Assist on problems with accessibility

### Activate hotline
- Open resource center daily
- Coordinate interpretation and volunteer services

### Prepare evaluation report
- Report evaluation to staff, committee members and membership
- Establish task force

### Begin planning for next meeting
APPENDIX A

INITIAL ANNOUNCEMENT OF ACCESSIBILITY EFFORT

RELEASE: September 1, 1975

1776 Massachusetts Avenue NW Washington DC 20036

TELEPHONE 202/467-4497

BARIERS TO THE DISABLED FALL AT AAAS MEETING

Physically disabled scientists are encouraged to attend the Annual Meeting of the American Association for the Advancement of Science in Boston, February 18-24, 1976. The AAAS Office of Opportunities in Science is working with the AAAS Meetings Office, Boston hotels, Rehabilitation Agency personnel and other interested people and groups in the Boston area to make the meeting fully accessible to people who are in wheelchairs, who have visual or auditory disabilities and those who need assistance because of other disabilities. For information and/or suggestions, please contact:

Martha Redden, Director
Project on the Handicapped in Science
Office of Opportunities in Science
AAAS, 1776 Massachusetts Avenue, N.W.
Washington, D.C. 20036
(202)467-4497
APPENDIX B

MEETING FACILITIES' ACCESSIBILITY FORM

HOTEL______________________________________________

ADDRESS______________________________________________PHONE________________________

CONVENTION MANAGER________________________________PHONE_____________________

1. Is at least one entrance ramped or at ground level with no steps?_____________________

2. Are doors at least 32" wide?__________________________

3. Are the doors easy to open?__________________________

4. Are thresholds to the building and rooms no greater than 1/2 inch in height?___________

5. Are sloping ramps provided where there are stairs?______

6. Are all ramps built to slope no more steeply than at the ratio of one inch rise for each 12 inches of length?________

7. Are walks leading to the hotel level, or nearly so?_________

8. Are there curb cuts (ramps) at crossways?______________

9. Are there elevators connecting each different level?______

10. Are all elevator buttons in easy reach of a person in a wheelchair?_______________

11. Are all elevators marked in braille or with raised notation?_______________________

12. Are public restroom doors at least 32" wide?___________

13. Are restroom stalls at least 32" wide and equipped with grab bars?_______________

14. Are lower hand-activated drinking fountains provided for wheelchair users?__________

15. How many wheelchair-accessible public restrooms are available on each floor? Men's ________ Women's ________

16. Are lower public telephones provided for wheelchair users?_______________________

17. How many rooms are especially designed for wheelchair users?_____________________

18. Number of rooms with entry door and bathroom door at least 32" wide:______________

19. What sort of parking is provided for hotel guests?_______________________________

20. Is entrance to the hotel from the parking facilities accessible to wheelchairs?________

21. Are there any steps or other interruptions in level between parking facilities and entrance which interfere with wheelchair access?__________

22. Is there ground level parking available for wheelchair users?_____________________

23. List names and check accommodations of dining rooms, lounges, cafes, etc. on reverse side.
<table>
<thead>
<tr>
<th>NAME OF ESTABLISHMENT</th>
<th>WILL RESTAURANT PERSONNEL GIVE SPECIAL ATTENTION TO NEEDS OF THE DISABLED?</th>
<th>IS ENTRANCE LEVEL OR IS RAMP PROVIDED?</th>
<th>CAN FURNITURE BE MOVED TO ACCOMODATE WHEELCHAIRS AT TABLES?</th>
<th>CAN HEIGHT AND DESIGN OF TABLES/BOOTHs ACCOMODATE WHEELCHAIR SEATING?</th>
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APPENDIX C

ORGANIZATIONS OF AND FOR THE HANDICAPPED

Alexander Graham Bell
Association for the Deaf
3417 Volta Place, N.W.
Washington, DC 20007

American Coalition of Citizens with Disabilities
1346 Connecticut Ave, N.W.
Room 817
Washington, DC 20036

American Council of the Blind
818 18th Street, N.W.
Suite 700
Washington, DC 20006

American Professional Society of the Deaf
c/o Dr. Donald L. Ballantyne
Professor Experimental Surgery
NYU Medical Center
560 First Avenue
New York, NY 10034

Blinded Veterans Association
1735 De Sales Street, N.W.
Washington, DC 20036

Disabled American Veterans
3725 Alexandria Pike
Cold Spring, KY 41076

Disabled in Action
175 Willoughby St.
Brooklyn, NY 11201

Epilepsy Foundation of America
1828 L Street, N.W.
Washington, DC 20036

Gallaudet College Alumni Assoc.
Gallaudet College
7th and Florida Avenue, N.E.
Washington, DC 20002

Indoor Sports Club
1145 Highland Street
Napoleon, OH 43545

National Association of the Deaf
814 Thayer Ave.
Silver Spring, MD 20910

National Association of the Deaf-Blind of America
c/o Dr. Doris M. Callahan
616 E. 124th Street
Cleveland, OH 44108

National Association of the Physically Handicapped, Inc.
6473 Grandville Ave.
Detroit, MI 48228

National Congress of Organizations of the Physically Handicapped, Inc.
7611 Oaklawn Ave.
Minneapolis, MN 55423

National Federation of the Blind
1346 Connecticut Ave, N.W.
Suite 212
Washington, DC 20036

National Multiple Sclerosis Society
257 Park Avenue
New York, NY 10010

National Paraplegia Foundation
333 N. Michigan
Chicago, IL 60601

Paralyzed Veterans of America
7315 Wisconsin Ave., Suite 301-W
Washington, DC 20014

Spina Bifida Association of America
P.O. Box 5568
Madison, WI 53705

United Cerebral Palsy Association, Inc.
66 East 34th Street
New York, NY 10016

United Ostomy Association, Inc.
1111 Wilshire Blvd.
Los Angeles, CA 90017

N.B. See Appendix E for publications and directory of additional organizations.
APPENDIX D

SPECIFICATIONS FOR ACCESSIBILITY

A RAMP IS DEFINED AS A SLOPING WALKWAY WHICH IS ATTACHED TO A BUILDING AS A MEANS OF MOVING FROM ONE FLOOR ELEVATION TO ANOTHER WITHOUT ENCOUNTERING ANY OBSTRUCTION.

Existing curbs can be removed and new concrete poured for curb ramps. Maximum slope on any surface should not exceed 1 in 12 or 1 in 20 if possible.

Ramps, such as the one shown here, poured out into the street are less desirable due to interference with traffic and gutter drainage problems but may be less costly and could be used in areas where little or no traffic flows and where slope of street eliminates need for continuous gutter.

The drawings and text of this appendix are reprinted from An Illustrated Handbook of the Handicapped Section of the North Carolina State Building Code (1974), and Accessibility Modifications: Guidelines for Modifications to Existing Buildings (1976). Both published by North Carolina, Department of Insurance. Drawings by Ronald L. Mace, A.I.A. Reprinted with permission. Layout of this appendix by Irene Papas.
WHEELCHAIR DIMENSIONS

AN ADULT WHEELCHAIR AVERAGES 27" WIDE. THE REQUIRED 32" CLEAR DOOR WIDTH ALLOWS 2 1/4" CLEARANCE ON EACH SIDE FOR HANDS.

AVERAGE TURNING SPACE 63"

HANDICAPPED PARKING ONLY

2% OF TOTAL NUMBER OF SPACES OR A MINIMUM OF ONE SHALL BE SET ASIDE & DESIGNATED FOR USE OF PHYSICALLY DISABLED.

SUCH PARKING SPACES SHALL BE CLEARLY MARKED BY SIGNS FOR USE OF HANDICAPPED.

WHEELCHAIRS CANNOT FIT BETWEEN CARS IN REGULAR SPACES

GOOD LOCATION FOR CURB CUT SEE 11A3.2(b)
ALL CONTROL DEVICES FOR LIGHT, POWER, HEAT, VENTILATION, WINDOWS, DRAPERIES, DOOR, & THERMOSTATS ARE ESSENTIAL TO THE HEALTH & SAFETY OF ALL PEOPLE.

THE INDIVIDUAL FUNCTIONING IN A WHEELCHAIR.

THE AVERAGE UNILATERAL VERTICAL REACH IS 60".
THE AVERAGE HORIZONTAL WORKING REACH IS 30.8".

THE BILATERAL HORIZONTAL REACH (BOTH ARMS EXTENDED TO SIDE SHOULDER HIGH) AVERAGES 64.5".

THE DIAGONAL REACH, AS FOR WALL MOUNTED PHONE, IS 48" FROM THE FLOOR.

THIS TYPE NOT ACCEPTABLE UNLESS SEPARATE TOWEL DISPENSER IS ALSO INSTALLED AT 40"
1. STALL SHALL BE 3'-0" WIDE.

2. STALL SHALL BE 6'-0" DEEP WHEN FLOOR MOUNTED WATER CLOSET IS USED, OR 5'-0" DEEP IF WALL MOUNTED FIXTURE IS USED.

3. DOORS SHALL HAVE A CLEAR OPENING OF 32" MINIMUM AND SHALL SWING OUT OR SLIDE.

4. TOILET SEAT, NOT RIM, SHALL BE 20" FROM FLOOR. STANDARD 18" FLOOR MOUNTED W.C. MAY BE USED IF 2" SPACER RING IS INSTALLED UNDER SEAT TO RAISE IT TO 20" HEIGHT. TOILETS FOR SMALL CHILDREN WILL MEET THEIR REQUIREMENTS.

5. HANDRAILS 1 1/2' IN OUTSIDE DIAMETER AND 54" LONG SHALL BE INSTALLED ON EACH WALL PARALLEL TO FLOOR AND 1 1/2' FROM WALL, 33" FROM FLOOR. RAILS SHALL BE STAINLESS STEEL OR POLISHED CHROME AND MOUNTED AT ENDS AND CENTER TO SUPPORT A 250 POUND LOAD.

6. THERE SHALL BE A MIN. CLEAR SPACE 42" DEEP AND 36" WIDE IN FRONT OF THE STALL DOOR.
TELEPHONES

WALL MOUNTED UNIT WITH SPACE FOR CHAIR TO APPROACH PARALLEL TO FRONT.

VISUAL & TACTILE LABELS WITH RAISED OR RECESSED LETTERS & NUMERALS, SHALL BE USED TO IDENTIFY ROOM & OFFICES.
BLIND PERSONS CAN READ TACTILE NON-BRAILLE LETTERS & NUMBERS, HOWEVER BRAILLE LETTERS & NUMERALS ARE AVAILABLE IF DESIRED. THEY SHOULD ONLY BE USED IN ADDITION TO VISUAL & TACTILE LETTERS.

NORMAL INACCESSIBLE LOCATION OF EMERGENCY CALL BOX.

BOTTOM OF CONTROL PANELS MUST BE NO HIGHER THAN 4'-0".
TOP OF CONTROL PANEL SHOULD BE NO HIGHER THAN 5'-0" AS AVERAGE UNILATERAL REACH FROM WHEELCHAIR IS 60".
ALL BUTTONS SHOULD HAVE TACTILE IDENTIFICATION BesIDE THEM.

ELEVATOR CONTROLS
EMERGENCY CALL BOX & CONTROLS ARE [PREFERRED] TO BE LOCATED LESS THAN 4'-0" HIGH TO BE WITHIN REACH OF SEATED PERSON.
AUDIBLE, PREFERABLY VERBAL SIGNALS ARE [PREFERRED] TO IDENTIFY EACH FLOOR LEVEL SERVED TO FACILITATE USE BY THE BLIND.

ELEVATOR CALL BUTTONS IN LOBBIES SHALL BE MOUNTED NO HIGHER THAN 4'-0" ABOVE THE FLOOR. SEE 11x4.10 CONTROLS.
ONE FULL BATHROOM IN EACH UNIT OR SUITE SHALL MEET OR BE ADJUSTABLE TO THE FOLLOWING REQUIREMENTS:

1) DOORS SHALL HAVE A 32" CLEAR OPENING AND SWING OUT OR SLIDE.

2) 6'-0" REQUIRED BETWEEN WALLS EXCEPT AT END OF TUB WALL.

3) WHERE 5'-0" X 5'-0" CLEAR FLOOR SPACE IS NOT PROVIDED, A WALL HUNG LAVATORY MUST BE USED.

4) WALL ADJACENT TO TOILETS AND TUBS SHALL BE CAPABLE OF SUPPORTING HANDRAILS WHICH CAN SUPPORT A 250 POUND LOAD.

5) WHERE PROVIDED AT LEAST ONE MIRROR SHALL BE PLACED ABOVE LAVATORY NO HIGHER THAN 40" ABOVE FLOOR.

6) WHERE PROVIDED AT LEAST ONE TOWEL RACK SHALL BE NOT MORE THAN 40" ABOVE FLOOR.

7) MAXIMUM WATER TEMPERATURE SHALL NOT EXCEED 120° OR EXPOSED HOT WATER LINES.

DRAINS SHALL BE FULLY INSULATED.

WALLS ADJACENT TO TUBS SHALL BE REINFORCED FOR GRAB BARS CAPABLE OF SUPPORTING A 250# LOAD.

[PREPARED BY STAINLESS STEEL OR CHROME HANDRAIL, 1 1/2" IN DIAMETER, SHOULD BE MOUNTED 2'-0" ABOVE BOTTOM OF TUB & ALONG ONE SIDE OF ONE END OF TUB WALL.

UNLESS 5'-0" X 5'-0" CLEAR FLOOR SPACE IS PROVIDED, A WALL HUNG LAVATORY MUST BE USED.

IF LAVATORY VANITY CABINET IS USED, 11x4.6 (A) APPLIES (SEE PAGE 55)

HANDRAIL 1 1/2" IN DIAMETER 33" ABOVE FLOOR [PREFERRED]

HORIZONTAL WALL REIN TO SUPPORT A 250# LOAD.
APPENDIX E

PUBLICATIONS OF SPECIAL INTEREST TO DISABLED CONSUMERS

Accent on Living
P.O. Box 700
Gullum Road and High Drive
Bloomington, IL 61701

Achievement
C.J. Lampos
925 N.E. 122nd Street
N. Miami, FL 33161

ACCD NEWSLETTER
American Coalition of Citizens with Disabilities, Inc.
1346 Connecticut Ave., N.W.
Room 817
Washington, DC 20036

American Rehabilitation
Rehabilitation Services Administration
330 C Street, S.W.
Washington, DC 20201

AMICUS
National Center for Law and the Handicapped
1235 North Eddy Street
South Bend, IN 46617

Association for Education of the Visually Handicapped
Mary K. Bauman
919 Walnut Street
Philadelphia, PA 19107

Association of Rehabilitation Facilities Newsletter
5530 Wisconsin Ave., N.W.
Suite 955
Washington, DC 20015

Braille Forum
American Council for the Blind
Durward McDaniel
818 18th St., N.W. Suite 700
Washington, DC 20006

Braille Monitor
Hazel ten Brock
2652 Shasta Road
Berkeley, CA 94708

The Challenge
Veterans Administration Department/Vocational Rehabilitation
P.O. Box 11045
Richmond, VA 23230

CLOSED LOOK
National Information Center for the Handicapped
Box 1492
Washington, DC 20013

COPH Bulletin
National Congress of Organizations of the Physically Handicapped, Inc.
P.O. Box 19005
Minneapolis, MN 55419

CRUSADER
UCP Associations, Inc.
(United Cerebral Palsy)
66 East 34th Street
New York, NY 10016

DAV Magazine
Disabled American Veterans
3725 Alexandria Pike
Cold Spring, KY 41076

THE DEAF AMERICAN
c/o Jeff Smith
6255 Radnor Road
Indianapolis, IN 46226

Easter Seal Bulletin
National Easter Seal Society
2023 West Ogden Ave.
Chicago, IL 60612

Exceptional Children
1920 Association Drive
Reston, VA 22091

The Exceptional Parent
262 Beacon Street
Boston, MA 02116

Gallaudet Alumni Newsletter
Gallaudet College
7th and Florida Avenue, N.E.
Washington, DC 20002
Handy-Cap Horizons
3250 East Loretta Drive
Indianapolis, IN 46447

Harmonizer
7611 Oakland Ave.
Minneapolis, MN 55423

Independent
Center for Independent Living
2539 Telegraph Ave.
Berkeley, CA 94704

International Stroke Club Bull.
805 12th Street
Galveston, TX 77550

Journal of Rehabilitation
National Rehabilitation Assoc.
1522 K Street, N.W.
Washington, DC 20005

Journal of Rehabilitation of the
Deaf
814 Thayer Avenue
Silver Spring, MD 20910

Muscular Dystrophy News
MD Association of America, Inc.
1790 Broadway
New York, NY 10019

NAPH National Newsletter
National Association of the
Physically Handicapped
76 Elm Street
London, OH 43140

National Hookup
Indoor Sports Club, Inc.
2635 Tugsten Court, Apt. 3
San Bernardino, CA 92408

The New Outlook for the Blind
American Foundation for the Blind
15 West 16th Street
New York, NY 10011

Newsletter
Committee for the Handicapped
People-to-People Program
1028 Connecticut Ave, N.W. #610
Washington, DC 20036

Newsletter (and other publications)
Division of the Blind and
Physically Handicapped
Library of Congress
Washington, DC 20542

NTID Focus
National Technical Institute for
the Deaf
One Lomb Memorial Drive
Rochester, NY 15623

PARAPLEGIA LIFE
National Paraplegia Foundation
333 N. Michigan Ave.
Chicago, IL 60601

Paraplegia News
Paralyzed Veterans of America
7315 Wisconsin Avenue
Bethesda, MD 20014

Patient Service News
National Multiple Sclerosis
Society
257 Park Avenue South
New York, NY 10010

PERFORMANCE
The President's Committee on
Employment of the Handicapped
Washington, DC 20210

The Pointer
P.O. Box 131
Syracuse, NY 13210

Programs for the Handicapped
Office for Handicapped
Individuals
Switzer Building
330 C Street, S.W.
Washington, DC 20201

Rehabilitation Gazette
4502 Maryland Avenue
St. Louis, MO 63108

Rehabilitation Literature
2023 W. Ogden Avenue
Chicago, IL 60612
Rehabilitation World
17 East 45th Street
New York, NY 10017

Spine Tingler
c/o Joan S. Physioc
5456 85th Avenue #2
New Carrollton, MD 20784

Squeaky Wheel
National Paraplegia Foundation
333 N. Michigan Avenue
Chicago, IL 60601

Star News Letter
Katherine Kreuser
6219 N. Naper Avenue
Chicago, IL 60631

Volta Review
AGBA
3417 Volta Place, N.W.
Washington, DC 20007

For additional organizations,
refer to Directory of Organizations
Interested in the Handicapped, published by the Committee for the
Handicapped, People to People Program,
1028 Connecticut Avenue, N.W.,
Suite 610
Washington, DC 20036
APPENDIX F

ANNOUNCEMENTS IN PUBLICATIONS

AAAS PROGRAM FOR THE HANDICAPPED

The American Association for the Advancement of Science (AAAS) has launched a "Project for the Handicapped in Science." The purpose of this initial project is to identify and explore barriers obstructing physically disabled persons from full education and employment opportunities in science. Specifically, the project will seek to examine and evaluate ways in which the scientific professional associations and organizations for the handicapped can contribute to equal opportunities in science careers.

In order to build an ongoing and realistic program, the AAAS needs the expert consultation of handicapped people who have experienced difficulties in getting an education or finding professional placement in science because of their handicap. If you are a disabled scientist, please contact Martha Redden, Director, Project on the Handicapped in Science, Office of Opportunities in Science, AAAS, 1776 Massachusetts Avenue, NW, Washington, D.C. 20036. The project will not use without permission the names of individuals who respond.


The American Association for the Advancement of Science has officially launched its Project for the Handicapped in Science. The purpose of this initial project is to identify and explore barriers obstructing the entry and full participation of physically disabled persons to education and employment opportunities in science. Specifically, the project will seek to examine and evaluate ways in which the scientific professional associations and organizations of and for the handicapped can contribute to equal opportunities in science careers.

The AAAS needs the expert consultation of handicapped individuals who have experienced difficulties in education or in placement because of their handicap. If you are a disabled scientist, please write to Martha Redden, Director, Project on the Handicapped in Science, Office of Opportunities in Science, AAAS, 1776 Massachusetts Avenue, N.W., Washington, D.C. 20036.


The American Association for the Advancement of Science has officially launched its Project for the Handicapped in Science. The project is funded by the Rehabilitation Services Administration of the Department of Health, Education, and Welfare through the George Washington University Rehabilitation Research and Training Center. The project is to identify and explore barriers obstructing the entry and full participation of physically disabled persons to education and employment opportunities in science. Specifically, the project will seek to examine and evaluate ways in which the scientific professional associations and organizations of and for the handicapped can contribute to equal opportunities in science careers.

In order to build an ongoing and realistic program, the AAAS needs the expert consultation of handicapped individuals who have experienced difficulties in receiving an education to be a scientist or in professional placement because of their handicap. If you are a disabled scientist, please identify yourself to Martha Redden, Director, Project on the Handicapped in Science, Office of Opportunities in Science, AAAS, 1776 Massachusetts Avenue, N.W., Washington, D.C. 20036. The project will not use without permission the names of individual scientists who respond.

APPENDIX G

Annual Meeting
Boston
18-24 February 1976

Advance Registration Form

(H)

Enclosed is:

- $20 Single Registration Fee
- $10 Single Student Registration Fee
- $10 One-Day Registration Fee
- $30 Double Registration Fee (attendee and spouse)
- $15 Double Student Registration Fee (student and spouse)

(Specify Day)

Program and badge will be mailed to each registrant in late January. Registrations received after 30 January will be held at the AAAS Information Booth.

NAME OF REGISTRANT: ____________________________ (Last Name) ________________________ (First and Initial)

NAME OF SPOUSE: ____________________________ (Last Name) ________________________ (First and Initial)

REGISTRANT'S MAILING ADDRESS:
[For receipt of program(s) and badge(s)]
Street: ____________________________________________________________
City/State: ____________________________ (City/State) ____________________________ (Zip Code)

ADDITIONAL REGISTRANTS:
(List full name and mailing address)

REGISTRANT'S INSTITUTION OR COMPANY: ____________________________
(City) ____________ (State) ____________ (Zip Code)

CONVENTION ADDRESS: ____________________________ (Hotel or Street Address)

Check days attending: [ ] Wed [ ] Thu [ ] Fri [ ] Sat [ ] Sun [ ] Mon [ ] Tue

☐ Please check here if you need special services due to handicap. We will contact you prior to the meeting.

Mail to: American Association for the Advancement of Science, Dept. R,
1515 Massachusetts Ave., NW, Washington, D.C. 20005

SURVEY OF ATTENDEES
Annual Meeting, Boston, 18-24 February 1976

Your answers to the following questions will help us in planning future AAAS Annual Meetings. Please complete the following form and either return it with your registration form or send in separately (to the same address) if you wish to respond anonymously (in any case, the two forms will be processed separately).

<table>
<thead>
<tr>
<th>Principal Professional Interest</th>
<th>Principal Professional Activity</th>
<th>Institutional Affiliation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 ☐ Physical, mathematical</td>
<td>21 ☐ Teaching, education</td>
<td>31 ☐ University, 4-year college</td>
</tr>
<tr>
<td>12 ☐ Biological, medical</td>
<td>22 ☐ Health practice</td>
<td>32 ☐ Other educational</td>
</tr>
<tr>
<td>13 ☐ Engineering</td>
<td>23 ☐ Other practice, consulting</td>
<td>33 ☐ Industrial, commercial</td>
</tr>
<tr>
<td>14 ☐ Social, behavioral</td>
<td>24 ☐ Research, development</td>
<td>34 ☐ Other private</td>
</tr>
<tr>
<td>15 ☐ Science policy</td>
<td>25 ☐ Administration</td>
<td>35 ☐ Government</td>
</tr>
<tr>
<td>16 ☐ (other)</td>
<td>26 ☐ (other)</td>
<td>36 ☐ (other)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Highest Educational Level</th>
<th>Age</th>
<th>Distance Traveled to Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>41 ☐ Doctoral Degree</td>
<td>51 ☐ Under 26 years</td>
<td>61 ☐ Under 51 miles</td>
</tr>
<tr>
<td>42 ☐ Master's Degree</td>
<td>52 ☐ 26 to 35 years</td>
<td>62 ☐ 51 to 100 miles</td>
</tr>
<tr>
<td>43 ☐ Other professional</td>
<td>53 ☐ 36 to 45 years</td>
<td>63 ☐ 101 to 200 miles</td>
</tr>
<tr>
<td>44 ☐ Bachelor's Degree</td>
<td>54 ☐ 46 to 55 years</td>
<td>64 ☐ 201 to 500 miles</td>
</tr>
<tr>
<td>45 ☐ (other)</td>
<td>55 ☐ 56 to 65 years</td>
<td>65 ☐ 501 to 1000 miles</td>
</tr>
<tr>
<td></td>
<td>56 ☐ Over 65 years</td>
<td>66 ☐ Over 1000 miles</td>
</tr>
</tbody>
</table>

Membership: in AAAS ☐ in Affiliate ☐ (specify) ☐ Neither ☐
Reservations
Hotel Rates*

The American Association for the Advancement of Science will hold its 1976 Annual Meeting in Boston, 18-24 February. The majority of sessions will be held in the Sheraton-Boston and in the John B. Hynes Veterans Auditorium. The exhibits (Science International) as well as AAAS registration and information desks will be located in the Hynes Auditorium. The following hotels will be used for housing:

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Single</th>
<th>Double</th>
<th>Twin</th>
<th>Suites**</th>
<th>Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHERATON-BOSTON</td>
<td>$25</td>
<td>$36</td>
<td>$36</td>
<td>$65</td>
<td>Free 24-hour parking for registered guests; $1 valet charge.</td>
</tr>
<tr>
<td>Prudential Center</td>
<td>29</td>
<td>38</td>
<td>38</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(No. of rooms held: 1200)</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>COPELY PLAZA</td>
<td>$24</td>
<td>$32</td>
<td>$32</td>
<td>$60</td>
<td>Free 24-hour parking for registered guests; $1.75 valet charge.</td>
</tr>
<tr>
<td>Copley Square</td>
<td>28</td>
<td>36</td>
<td>36</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(No. of rooms held: 256)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>THE LENOX</td>
<td>$24</td>
<td>$31</td>
<td>$31</td>
<td>$75</td>
<td>Free overnight parking (6 pm-10 am); day-time parking $3 maximum.</td>
</tr>
<tr>
<td>710 Boylston Street</td>
<td>28</td>
<td>35</td>
<td>35</td>
<td></td>
<td></td>
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<tr>
<td>(No. of rooms held: 125)</td>
<td></td>
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<tr>
<td>MIDTOWN MOTOR INN</td>
<td>$24</td>
<td>$32</td>
<td>$32</td>
<td></td>
<td>Free parking for registered guests.</td>
</tr>
<tr>
<td>230 Huntington Avenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(No. of rooms held: 108)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>COPELY SQUARE</td>
<td>$20</td>
<td>$23</td>
<td>$26</td>
<td>$40</td>
<td>Free overnight parking (5 pm-9 am); for day-time parking, inquire at hotel.</td>
</tr>
<tr>
<td>47 Huntington Avenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(No. of rooms held: 75)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>THE COLONNADE</td>
<td>$30</td>
<td>$38</td>
<td>$38</td>
<td>$130</td>
<td>Free parking for registered guests.</td>
</tr>
<tr>
<td>120 Huntington Avenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(No. of rooms held: 150)</td>
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<td></td>
</tr>
</tbody>
</table>

*Per day; add 5.7% for Massachusetts State Room Tax. Charges for rollaway beds and cats vary between $5 and $7, depending on hotel. Children under age 12 accommodated free in same room with parents at Midtown Motor Inn and Colonnade; under age 14 at Copley Square; age limit higher at Sheraton, Copley Plaza and Lenox.

**One-bedroom parlor suites; rates for larger suites available upon request. Deluxe accommodations available at Sheraton-Boston in all categories at higher rates.

NOTE: If room rate specified is not available, the next available higher rate will be assigned. Confirmation will come to you directly from the hotel. You should notify the hotel of any change in your reservation. Assignment is delayed if any information is omitted.

HOTEL RESERVATIONS FORM
(Reservations received after 4 February cannot be assured)

CHOICE OF HOTEL: First ___________________ Second ___________________

ROOM: □ Single □ Double □ Twin □ Suite Preferred Rate $ __________

Please indicate any special accommodation needs due to a handicap __________________

ARRIVAL: Date ___________ a.m. ___________ p.m. Be sure to list definite arrival and departure date and time. Hotel reservations will be held only until 6 p.m. unless otherwise specified.

DEPARTURE: Date ___________ a.m. ___________ p.m.

NAME(S) AND ADDRESSES OF ALL OCCUPIANTS OF ROOM

Name ___________________________ Name ___________________________
Address _________________________ Address _________________________
City ___________ State ___________ Zip ___________ City ___________ State ___________ Zip ___________

Mail to: AAAS Housing Bureau,
900 Boylston Street, Boston, Mass. 02115
APPENDIX H

MEETING INFORMATION

COLEY SQUARE HOTEL
41 Huntington Avenue (617/338-9000)
THE COLONNADE HOTEL
120 Huntington Avenue (617/261-2800)

AAAS Office

The AAAS Office is located in the Kent Room (Conference Level, third floor) at the Sheraton-Boston Hotel. Staff members are available to provide assistance.

Mail and telegrams addressed to AAAS will be held in the AAAS Office. For personal and telephone messages, AAAS operates a Message Center located in the Constitution Room Foyer (Plaza Level, second floor). AAAS assumes no responsibility for the delivery of mail, telegrams, or messages, but will make every effort to see that they are delivered.

AAAS Newsroom

The AAAS Newsroom is located in the Gardiner Room on the third floor of the Sheraton-Boston Hotel. Representatives of newspapers, magazines, radio, television, wire services, and professional journals are registered and can be reached there.

Each year, more than 500 reporters, editors, photographers, and radio and television representatives attend the Annual Meeting. It provides them with news and feature stories which are published and broadcast throughout the world during the meeting and with story ideas that they often pursue over the course of the next year.

It is our experience that news media representatives are interested in preparing accurate and fair stories for the public. We believe that their efforts are in the best interest of science and scientists. In addition, extensive media coverage of the Annual Meeting makes a major contribution to one of the Association's objectives—the furtherance of the public understanding of science.

Many of the program participants will be asked for interviews and to take part in press conferences. All speakers will be asked to provide copies of their remarks for the news media.

Throughout the meeting, AAAS public information personnel will be available in the Newsroom to facilitate the interaction between news representatives and scientists and to offer to speakers and authors of papers professional guidance in dealing with the media. We ask the program participants for their cooperation in this endeavor.

Meeting Hospitality Room

Hospitality headquarters of the Boston Advisory Committee is located in the Beacon D room on the Conference Level (third floor) in the new wing of the Sheraton-Boston Hotel.

The room will be staffed from 8:00 a.m. to 5:00 p.m. throughout the meeting, and will offer a wide variety of information, including maps and brochures, on what to see and do in Boston—and how to get there. The suite will also be headquarters for information on the variety of tours and events sponsored by the Committee, ranging from an evening at the Pops with Arthur Fiedler to a tour of the Woods Hole Oceanographic Institution. Whatever your interest: university tours, museum tours, a concert, a ride into the North End to see Paul Revere's house, or a complimentary cup of coffee, it's all there in the Hospitality Room.

Message Center and Directory of Registrants

The AAAS Message Center is located in the Constitution Room Foyer (Plaza Level, second floor) at the Sheraton-Boston Hotel and will be operated during the official registration hours. Messages may be left by calling 817/269-2041. Persons located within the Sheraton-Boston may ask the hotel operator for the AAAS Message Center. Please check the message board daily.

Names of all registrants will be posted near the Message Center. Registrants will find the Directory helpful in determining the convention location of colleagues and friends attending the meeting.

Ticket Sales

Tickets for tours and social functions will be available at the AAAS Ticket Desk located in the registration area (second floor exhibit hall) at the Hynes Auditorium.

Audiotapes of Sessions—Sales

Tapes of selected symposia will be available for purchase at a sales desk in the Constitution Foyer at the Sheraton-Boston Hotel. A complete list of those symposia that will be taped can be found at the sales desk. Tapes will be available one-half day after the symposium has been held, i.e., tapes of morning sessions will be available that afternoon, and tapes of afternoon sessions can be purchased the following morning. Each cassette will be sold for $8.00; in most cases, a single half-day symposium is reproduced on two cassettes. Orders may be billed, paid for by personal check or cash, or charged to your BankAmericard or Master Charge.

Child Care Services

For meeting attendees who require babysitters for infants and small children, or companion care for children 8 years and up, we have obtained the services of the International Sitting Service (Telephone: 617/566-7901). The agency is open Monday through Friday, 9:00 a.m. through 5:30 p.m.; 12 to 24 hours' notice is required. A 24-hour answering service is available to take calls and messages and, if necessary, to reach agency representatives.

Rates are as follows: $2.25 per hour for one child; $2.25 per hour for two children; $2.45 per hour for three children; plus cost of sitter's transportation. Sitters have been screened and have verified references; they are male or female and average age is 25.

Project on the Handicapped in Science Office

The Office will be located in the Beacon E room on the third floor at the Sheraton-Boston Hotel and will be open from 8:00 a.m. to 5:00 p.m. each day of the meeting to offer special resources for the handicapped, including the following services:

1. Transportation for persons in wheelchairs to and from all sessions, and to and from all public transportation terminals.
2. Interpreters for the hearing impaired.
3. Assistance for the visually handicapped.
4. Repair service for wheelchairs and crutches.
5. Special tour and sightseeing information for handicapped persons.
6. Round-the-clock telephone service responding to emergency needs. "Hotline" number will be posted in the Office.

In addition, the staff welcomes questions and discussions concerning the AAAS Project on the Handicapped in Science.

Reprinted from AAAS 1976 Annual Meeting Program.
APPENDIX I

NEWS RELEASE REQUESTING IDENTIFICATION OF HANDICAPPED SCIENTISTS

American Association for the Advancement of Science

RELEASE: September 1, 1975

1776 Massachusetts Avenue NW
Washington DC 20036

TELEPHONE 202/467/4400

AAAS LAUNCHES PROGRAM FOR THE HANDICAPPED IN SCIENCE

The American Association for the Advancement of Science has officially launched its Project for the Handicapped in Science. The purpose of this initial project, which is funded by the Rehabilitation Services Administration of the Department of Health, Education and Welfare through the George Washington University Rehabilitation Research and Training Center is to identify and explore barriers obstructing the entry and full participation of physically disabled persons to education and employment opportunities in science. Specifically, the project will seek to examine and evaluate ways in which the scientific professional associations and organizations of and for the handicapped can contribute to equal opportunities in science careers.

In order to build an ongoing and realistic program, the AAAS needs the expert consultation of the handicapped individuals who have experienced difficulties in receiving an education to be a scientist or in professional placement because of their handicap. If you are a disabled scientist, please identify yourself to Martha Redden, Director, Project on the Handicapped in Science, Office of Opportunities in Science, AAAS, 1776 Massachusetts Avenue, N.W., Washington, D.C. 20036. The project will not use, without permission, the names of individual scientists who respond.
APPENDIX J

HANDICAPPED IN SCIENCE QUESTIONNAIRE

PROJECT ON THE HANDICAPPED IN SCIENCE

QUESTIONNAIRE FOR RESOURCE GROUP

Please answer as many questions as you wish and as fully as you wish. The information you give us will be used only for activities of the Project on the Handicapped in Science. Your name will be used only with your permission.

NAME______________________________________HOME PHONE_____________________________

ADDRESS____________________________________

PLACE OF BUSINESS
EMPLOYMENT BUSINESS PHONE
BRIEF JOB BUSINESS PHONE
DESCRIPTION_________________________________

SCIENTIFIC DISCIPLINE
WHERE DID YOU RECEIVE YOUR TRAINING? UNDERGRADUATE:

GRADUATE:

OTHER:

IN WHAT AREAS DO YOU HAVE TRAINING?

______________________________________

IN WHAT OTHER AREAS HAVE YOU HAD WORK EXPERIENCE?

______________________________________

WHAT IS YOUR DISABILITY?

AT WHAT AGE DID YOU BECOME DISABLED?

PLEASE SHARE WITH US WHAT HAS WORKED FOR YOU IN COPING WITH YOUR DISABILITY:

______________________________________

______________________________________

______________________________________
At this time we are planning activities that will require assistance with the following tasks. Please check those things that you would be willing to do:

1. Participate in a survey of educational barriers to the handicapped.

2. Participate in a survey of occupational barriers to the handicapped.

3. Serve as a "big brother/sister" to a handicapped student in your vicinity.

4. Consult to the White House Conference on the Handicapped (state and/or local level). If you check this item, we will give your name and address to the White House Conference Staff.

5. Give talks to groups in your community.

6. Write articles.

7. Review science/math books and/or films. (If you check this item your name will be given to the editorial staff of AAAS Science Books and Films)

8. Consult in the areas of:
   
   Your scientific expertise
   Education
   Science careers
   Professional meeting accessibility
   Other areas

Is there anything else you think we should know? Just tell us, please.
APPENDIX K

TRANSPORTATION ASSISTANCE QUESTIONNAIRE

Greetings:

We are happy that you are planning to attend the AAAS Annual Meeting, 19-25 February 1976 in Boston, Massachusetts. As a part of the resources for disabled attendees AAAS offers assistance in transportation to and from airport, train and bus stations. We will be happy to supply such assistance as would be helpful to you.

In order that we might help you without problem or delay, please supply us the following information and return to Martha Redden, AAAS/005 1776 Massachusetts Ave., NW, Washington, DC 20036 by 13 February. If you cannot meet that deadline please call (202) 467-4497 to supply the needed information.

We look forward to meeting you soon.

Where appropriate, please circle your responses:

DAY OF ARRIVAL: February 18 19 20 21 22 23 24 25 ARRIVAL ________

MODE OF TRANSPORTATION: Train  Bus  Airplane  Other ________

NAME OF TERMINAL ____________________________________________

PLEASE MEET ME: yes____ no____ in your party ________

DATE OF DEPARTURE: February 19 20 21 22 23 24 25 26 DEPARTURE ________

MODE OF TRANSPORTATION: Train  Bus  Airplane  Other ________

NAME OF TERMINAL ____________________________________________

DEPARTURE ASSISTANCE? yes____ no____

Other ways we can be helpful: ________________________________

When you arrive, if there is any problem call the AAAS Hotline Number: 266-2228. PLEASE NOTE THIS NUMBER.
APPENDIX L

VOLUNTEER SCHEDULING INFORMATION

NAME ________________________________

ADDRESS ________________________________

TELEPHONE ________________________________

There will be training sessions on Tuesday, February 17, at the Sheraton Hotel at 3:00 pm and at 7:00 pm. Will you be able to attend at 3:00 pm _____ or at 7:00 pm_____?

We will be needing people to help drive to the airport and back on the first couple of days and the last couple of days of the meeting. Do you have a car? yes _____ no _____

Are you willing to use your car to pick up or take people to the airport? yes _____ no _____

What days will you be able to volunteer?

<table>
<thead>
<tr>
<th>Date</th>
<th>Morning 8am-1pm</th>
<th>Afternoon 1-6pm</th>
<th>Evening 6-11pm</th>
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<tr>
<td>2/18 Wednesday</td>
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<td>2/24 Tuesday</td>
<td>_____</td>
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Please direct questions to the Coordinator of Volunteer Services, (name), at (telephone numbers).

If you are unable to attend training sessions or decide you cannot volunteer and would like to attend the meeting anyway, the student registration is $10.
FOR IMMEDIATE RELEASE
(Neared 12/9/75)

Contact: Carol L. Rogers
202/467-4485

AAAS ANNUAL MEETING IN BOSTON TO BE ACCESSIBLE TO THE HANDICAPPED

Washington, D.C.—Physically disabled scientists and other handicapped persons interested in science will be able to participate fully in the upcoming Annual Meeting in Boston of the American Association for the Advancement of Science (AAAS). The event will mark the first time that any major scientific organization has attempted to provide such a wide array of special services for people who are in wheelchairs, who have visual or auditory disabilities, or who need assistance because of other disabilities.

The meeting, often referred to as the "world series of science," is organized around the theme "Science and Our Expectations: Bicentennial and Beyond." It is scheduled for 18-24 February 1976 in the Sheraton-Boston Hotel and the adjacent John H. Hynes Veterans Auditorium at the Prudential Center.

Professional scientific meetings have long served as a forum for reporting and discussing the latest developments in research and technology and as a means of making and renewing acquaintances with colleagues. In addition, they frequently are the place where policy decisions are made affecting the specific organizations and disciplines involved. Thus, the inaccessibility of such meetings has severely restricted handicapped scientists from fully participating in the life of their profession. Activities to assist the handicapped like those planned by AAAS for its Annual Meeting will help to remedy this situation.

Efforts to make the Boston meeting accessible are being coordinated by the AAAS Project on the Handicapped in Science. Assistance is being provided by the AAAS Meetings Office, Boston hotels, the Massachusetts Council of Organizations of the Handicapped, Massachusetts Rehabilitation Commission personnel, and other interested people and groups.

The Project will operate a resource center on the third floor of the Sheraton-Boston Hotel in Room Beacon E from 8:00 a.m. to 6:30 p.m. each day of the meeting. Many special services will be offered there, including the following:

- transportation for persons in wheelchairs to and from all sessions and to and from all public transportation terminals
- interpreters for the hearing impaired
- assistance for the visually handicapped
- repair service for wheelchairs and crutches

M-O-R-E

-66-
AAAS Meeting Accessible to the Handicapped, p. 2

- special tour and sightseeing information for handicapped persons
- round-the-clock telephone service responding to emergency needs.

In addition, the Prudential Center and surrounding area is ramped for wheelchairs and the Sheraton-Boston Hotel has several rooms especially designed for persons in wheelchairs. Other Boston hotels are making special arrangements to meet the needs of the physically disabled.

Two symposia will focus the attention of the scientific community on the handicapped. "Sensory Prostheses for the Hearing Impaired: Current Status and Future Directions" will be held Wednesday afternoon, 18 February, beginning at 3:00 p.m. in Room 210 of the Hynes Auditorium. On 19 February an all-day symposium on "Science, Technology, and the Handicapped" will be held in Room Fairfax A of the Sheraton-Boston Hotel. Also, exhibits on the handicapped in science will be on view in the exposition area in the Hynes Auditorium.

This unique endeavor is part of a larger AAAS program begun several months ago by the Office of Opportunities in Science. The program plans to develop and test methods to overcome physical and communication barriers that prevent handicapped scientists from participating fully in professional meetings; develop and test ways to increase the awareness of all U.S. scientific professional associations about the education and career-related needs of their handicapped members; and explore ideas and develop a program through which AAAS and other scientific societies may enhance educational and occupational opportunities for the handicapped. The initial phase of the program is being funded through a subcontract with the George Washington University, with monies from the Rehabilitation Services Administration of the U.S. Department of Health, Education, and Welfare.

Some 180 diverse topics will be explored during the AAAS meeting, including extraterrestrial intelligence, energy resources, crime and violence, food production, health and nutrition, population, and child development. Ten public lectures by noted scientists, a major exhibition of scientific instruments and publications, a Science Film Festival, and several tours and special events will be featured. Specific details can be found in the 14 and 28 November issues of Science magazine, the 12 December issue, and the 9 and 16 January 1976 issues, or can be obtained from the AAAS Meetings Office.

All handicapped persons who plan to attend the meeting are urged to contact Martha Redden, Director of the Project on the Handicapped in Science, as soon as possible to ensure that adequate services will be available. Write her at the American Association for the Advancement of Science, Office of Opportunities in Science, 1776 Massachusetts Avenue, NW, Washington, DC 20036, or call her at 202/467-4497.

""
APPENDIX N

LETTER TO BOSTON AREA GROUPS AND INDIVIDUALS

American Association
for the Advancement of Science

1776 MASSACHUSETTS AVENUE, N.W. WASHINGTON, D.C. 20036

Phone: 467-4400 (Area Code 202) Cable Address: Advancement, Washington, D.C.

January 29, 1976

Dear Colleague,

You are invited to participate in the special activities of the AAAS Project on the Handicapped in Science at the Association's Annual Meeting. At this Bicentennial meeting, February 18-24, the AAAS Office of Opportunities in Science will sponsor a series of events aimed at facilitating the full participation of physically disabled scientists and acquainting the scientific community with the concerns and needs, technological and human, of the handicapped. The enclosed schedule summarizes the special activities.

Leading persons from academic institutions, government agencies, industry and service and professional organizations have been assembled to address several different issues, report research findings and demonstrate technological developments. Physically disabled scientists, who generally find professional meetings inaccessible, will be given the assistance they need to fully participate in all meeting activities. These scientists, as well as the scheduled speakers, will be available to discuss with the meeting attendees issues that relate to the concerns of the handicapped. These discussions will be encouraged as a part of the scheduled activities and on an informal basis in the Resource Room (Beacon Room E) and at the various exhibit booths sponsored by the Project.

The year of the Bicentennial seems a fitting time for our attention to be focused on the needs of the handicapped and on our responsibility in addressing these needs. Therefore, we urge your participation in the activities at the AAAS Annual Meeting of the Project on the Handicapped in Science. Your concern and contribution is greatly needed.

Advance registration and hotel reservation forms are available on request from the Office of Opportunities in Science. If you are unable to register in advance, you may do so upon arrival.

Sincerely,

Martha Redden, Director
Project on the Handicapped in Science
Office of Opportunities in Science

MR/jac
Enclosures
APPENDIX O

American Association for the Advancement of Science

1776 MASSACHUSETTS AVENUE, N.W. WASHINGTON, D.C. 20036

Opportunities in Science

MEMORANDUM

February 10, 1976

TO: AAAS Annual Meeting Symposia Presiders

FROM: Martha Redden, Director, Project on the Handicapped in Science,
Office of Opportunities in Science

By now you are probably aware of the accessibility efforts for the Annual Meeting
by the AAAS Project on the Handicapped in Science. We expect a good number of
handicapped scientists to attend this meeting in Boston, and it is very likely
that there will be handicapped persons attending the symposium at which you are
presiding. Therefore, the following suggestions would be very helpful to your
handicapped colleagues who choose to attend your session:

. Deaf people who read lips need to sit where they can clearly see the
  symposium speaker and the oral interpreter.
. Deaf people who are using a manual interpreter (sign language) will need
  to sit in a group near the interpreter and speaker.
. Our blind colleagues will need very little assistance. However, if you
  know that there have been changes in the location and schedule of your
  meeting, please make sure the blind are notified as they may not be
  aware of those modifications.
. For the motor impaired, please assist them by making room for their
  wheelchairs within the audience seating.
. Other individuals may have problems unique to their handicap for which
  they will need your assistance. There will be trained volunteers
  available through the Resource Room, Beacon E, telephone number 266-2228,
  to give support.

Arrangements for interpreters will be made through the Resource Room by the
handicapped individuals themselves prior to the symposium.

We realize some portions of the symposium (i.e. visuals) cannot be made accessible
to the blind; they are well aware of this and would not want you to make changes
in your plans.

We are all learning in this process and we would appreciate your suggestions as to
how we can make things go smoother in the future for our handicapped colleagues who
attend our symposium.

We trust that we can count on your full cooperation in the AAAS efforts to make
this Annual Meeting the first truly accessible professional meeting.

MR/jao

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APPENDIX P

VOLUNTEER SERVICE REPORT

NAME OF PERSON REQUESTING SERVICE

ADDRESS WHILE AT ANNUAL MEETING

TELEPHONE

DISABILITY:  [ ] Blind  [ ] Deaf  [ ] Mobility Impaired  [ ] Other

SERVICE REQUESTED:

[ ] Emergency Assistance  Telephone Request? yes__no__

[ ] Guide to/for*

[ ] Manual interpreting for*

[ ] Oral interpreting for*

[ ] Reader service

[ ] Transportation assistance

[ ] Wheelchair/crutch repair

[ ] Other

*Specify room, symposium, tour, or other event

________________________________________

VOLUNTEER'S REPORT

NAME OF VOLUNTEER FILLING REQUEST

TIME SPENT WITH PERSON ______ am to ______ am  AMOUNT:

COMMENTS:

________________________________________

________________________________________

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The Washington Star  SATURDAY, FEBRUARY 21, 1976

by Cristine Russell

BOSTON - Parking space was limited, but the wheelchairs kept coming. They crowded into the conference room and trailed into the hallway. Inside an interpreter translated in sign language as the speakers made their presentations.

And a volunteer on a wheelchair that must have been the fastest of them all with its flashy yellow trim and black swivel seat it almost looked like a mini-bus - raced back and forth with messages from the resource center.

That evening, Thursday, was a symposium on "Science, Technology and the Handicapped." It was the focal point of an effort by the American Association for the Advancement of Science to make this year's annual meeting accessible to physically disabled scientists and public.

This is the first time that a major professional organization, other than those devoted to the needs of the handicapped, has attempted to cater to this increasingly vocal minority, according to Martha Redden, who directs the AAAS's new Project on the Handicapped in Science.

"It's the first time that any professional organization has ever really considered the needs of the handicapped" at its regular meetings, added the swift wheelchair rider, Violette Thompson, president of the Massachusetts Association of Paraplegics.

AAAS is offering transportation for persons in wheelchairs to and from all sessions - some 1,500 attendees are exploring 80 topics and two and a half public transportation terminals.

There are interpreters for the 100 whose hearing is impaired, assistants for the visually handicapped, repairs for wheelchairs and etceteras, special tours, and even a round-the-clock "hot line" for emergency needs.

About 150 persons have shown up at the center since the meeting began Wednesday.

"I've never considered my handicap to be my major barrier," said Dr. Hald Madjik, an economist with Arthur D. Little in Cambridge. "But just having a "room to go to" helped him get oriented.

After the sessions here, the AAAS hoped to issue an "accessibility" guide for the handicapped. It would be distributed to the 287 societies affiliated with the AAAS who also host their own meetings. But the broader goal is to break some barriers the handicapped face in both getting an education and then pursuing a career.

A first step has been an concerted effort to identify handicapped scientists "who have already made it" to seek advice in setting up the program, said Redden. The total comes to about 500 so far - researchers, teachers and administrators in all fields of science.

Many of these have come to Boston, including Dr. John Gavin, a deaf biologist with Miles Laboratories in Elkhart, Ind., who first prompted the AAAS into paying more attention to his and other disabled scientists' needs. And there was Dr. Phyllis Sterm, a biologist with the Argonne National Laboratory who suffers from cerebral palsy. She said she had "come out of her ivory tower" to work for the rights of the handicapped.

"Until now the burden has been on the handicapped scientists," said Dr. Ralph F. Guefr, an assistant professor of physics at Rice University who lost his hearing at the age of seven. Dr. Nannie Sharpless, a deaf but mute biochemist at Albert Einstein College of Medicine, was accompanied to scientific sessions in her field by an "oral interpreter," making it possible for her to understand what was going on. Sharpless never learned sign language because she "didn't know enough deaf people to make it worthwhile," but she does read lips. The "oral interpreter" repeats what the speaker on the far-off platform says for Sharpless to lip read.

This conference has gone out of its way to make the meeting available, but the next step is improving educational opportunities for the disabled," said Elmer Bartels, a paraplegic who manages computer software development for Honeywell in Boston. He suffered a spinal cord injury 15 years ago.

The special all-day session Thursday on technology for the handicapped focused on reading machines for the blind, a computer to help teach deaf children to speak, communication devices for the non-vocal, and the general goal of providing "barrier-free" environments for those confined to wheelchairs.

"This and the multitude of other long scientific sessions, enough to tire even the most attentive, was capped last night by an evening with the Boston Pops Orchestra, with transportation provided in a special bus equipped with a hydraulic lift. And just this week a specially built ramp was installed in Symphony Hall to make wheeling in easier.
APPENDIX R

EVALUATION

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<th>Event</th>
<th>Attended</th>
<th>Not Attended*</th>
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<th>Inaccessible to me</th>
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<tbody>
<tr>
<td>Business Meetings</td>
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<tr>
<td>General Meetings</td>
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<td>Social Functions</td>
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<td>Tours</td>
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<td>Accommodations</td>
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<td>Transportation</td>
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<tr>
<td>Symposia Sessions</td>
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</tbody>
</table>

*Why did you not attend?__

To you, what was the most helpful aspect of the accessibility effort?

To you, what was the least helpful aspect of the accessibility effort?

What could be done differently to make the meeting more accessible?

Other comments:

NAME (optional)

PHYSICAL DISABILITY
AAAS Initiates Barrier-Free Meetings

This year in Boston the AAAS rolled out the welcome carpet for the physically disabled in the scientific community. More than 200 persons walked or wheeled over that carpet to attend the annual meeting with their colleagues. For many of this group, full participation in a professional meeting had previously been impossible. At this year's AAAS meeting the housing and meeting facilities selected were highly accessible to wheelchairs, interpreters were available to the deaf, and volunteers were on hand to help as requested. In addition, a resource center and 24-hour a-day hot line offered on-the-spot assistance.

The AAAS Office of Opportunities in Science, with the cooperation of the Meetings Office, coordinated the activities. The university student volunteers and members of the Massachusetts Council of Organizations of the Handicapped served as the backbone of the accessibility effort. Also, the Boston Advisory Committee, hotel and convention bureau staff, and tour directors eagerly participated by adjusting their plans to accommodate the special needs of the disabled. The tour director, with the help of the Advisory Committee, even managed to have a ramp built at Symphony Hall and provided a van with hydraulic lift to transport people to the Boston Pops’ Concert.

Close association with their disabled peers seemed to have had a profound effect on the able-bodied scientists who attended the Boston meeting. Many expressed regret that their colleagues had been unthinkingly excluded in the past. Plans are currently underway to ensure that the Denver meeting and others in the future will be made as barrier-free as possible. Also, efforts will be made to provide whatever assistance is necessary to encourage and ensure the full meeting participation of all members of the scientific community.

Surprisingly, the AAAS staff responsible for the accessibility effort found that the tasks involved were much easier than they had expected. And they confirmed that the benefits received from tapping these valuable human resources far outweighed the efforts in their behalf.

In order to assist AAAS affiliates and other professional organizations to provide barrier-free meetings, the Office of Opportunities in Science is preparing a guide to making professional meetings accessible. The guide, based on the experiences in making the Boston meeting accessible and written with the guidance of a large number of the disabled scientists who attended, will be ready for distribution this summer. The Office also has offered its help to several scientific societies in planning for their future meetings. The American Physical Society at its recent meeting in Washington provided special information and assistance to the handicapped. The American Psychological Association is planning to expand its services to the handicapped at its meeting in Washington this fall.

One highlight of the AAAS meeting as it concerned the physically disabled was a symposium, “Science, Technology, and the Handicapped,” which focused on technological innovations and research needs, as well as on the removal of physical, educational, and career barriers for the handicapped. Featured were two computers, one that reads to the blind, the other that helps teach the deaf to speak, and communication devices for the nonvocal. Special attention was given to the implications for action by professional societies in the removal of barriers to the physically disabled. Proceedings of the symposium will be available by the end of the summer from AAAS.

Also, as part of the Science International exposition at the AAAS meeting, 14 booths demonstrated the work of rehabilitation research and training centers across the country; instructional methods for teaching science and art to blind students; the work of state agencies and local organizations serving the needs of the deaf, blind, and physically disabled; and some of the technological developments to aid the disabled.

AAAS began to actively consider the needs of its physically disabled members over 2 years ago, at the urging of one of its members, a deaf biologist. During the past year an all-out effort has been launched to facilitate the full participation of handicapped scientists in the activities of the Association. The steps taken thus far are intended to be only the beginning of activities to remove the barriers to the handicapped for education and careers in science. AAAS also is encouraging its affiliates to become involved in programs toward this end.

PHOTO CREDITS

Steven Brody: cover, xiii, 13, 15, 16, 18, 20, 23r, 27, 30, 32, 33, 35, 37, 38, 41

Rita Doherty: v, 25, 36

Martha Redden: 1, 3, 21, 23b, 26b

Wayne Schwandt: cover, xi, 26a

Veterans Administration and Architectural and Transportation Compliance Board: 6, 22, 23x

Boston Herald American (Mike Anderson): 7

a—top of page, b—bottom of page, l—left, r—right