

Budgeting for Access

Tip Sheet No. 2
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When planning events—meetings, conferences, roundtables, seminars, etc.—there are accommodations necessary to ensure that attendees with disabilities and Deaf attendees have complete access to the venue and the event’s presentations and materials. Although many modifications and accommodations have little-to-no cost, some accommodations do. This tip sheet is designed to provide you with information and cost estimates so you can incorporate those considerations into funding proposals and budgets for your event. Including accurate estimates for common meeting expenses and specific disability accommodation line items in your budget is essential to meeting your obligations (see box below) under the Americans with Disabilities Act (ADA) and creating a welcoming environment for attendees with disabilities and Deaf attendees.

Estimating venue-specific expenses

Budgeting for an accessible event will include line items that exist in the budgets of most events, such as room rentals and audio-visual aids, but certain costs will need to be calculated differently. For all of the items and accommodations listed below, check prices with your venue in advance.

- > **Meeting room rental:** venues estimate the maximum number of people who can fit into their meeting rooms assuming very narrow pathways between tables, which are often inaccessible to people with disabilities. To create accessible pathways (e.g., pathways that can be easily navigated by people using wheelchairs), it is necessary to set the room with a minimum of 36-inch-wide aisles between tables. To meet these requirements,

Federal legal requirements: the Americans with Disabilities Act (ADA)

Title III of the Americans with Disabilities Act requires any business or organization to make all of its services available to people with a disability.

Title III also requires public and private entities to provide appropriate auxiliary aids and services where necessary to ensure that people with speech,

hearing, and vision disabilities understand what is said or written and can communicate effectively.

Section 504 of the Rehabilitation Act prohibits organizations that receive federal funding from excluding people on the basis of disability or denying them an equal opportunity to receive program benefits and services.

you should secure meeting space that, according to the hotel, can accommodate 30 percent more people than you anticipate attending. A larger room may cost more so you will need to

space, or you may pay a premium per room per day. Factors that affect your room rental costs include the number of rooms, size of rooms, number of days the space is needed, and other expenses you have committed to at your venue. Room rental costs range anywhere from \$0 to \$1,500+ per meeting room per day.



Tip!

Always have the venue provide you with a diagram of the space using **36-inch-wide aisles** to ensure the space they are proposing will work for your needs.

account for this additional expense in your room rental calculations. Room rental expenses vary greatly. You may be able to negotiate for free meeting

- > **Stage and ramp:** If you are holding your meeting in a large space, you should ensure that everyone in attendance has a clear line of sight to your presenters, presentations, and interpreters. If you have a stage, you will need a ramp to ensure that people with disabilities affecting their mobility can access it. While hotels generally offer

these at no cost, should you be holding an event at a retreat center, you may have to rent a ramp to the stage that meets ADA requirements. The cost for



Tip!

To save on costs, if your venue does not have an ADA ramp available, suggest they borrow one from another venue.

the stage and ramp vary so you should request a price list from potential venues or rental companies prior to contracting with your venue. You will also need to ensure that any ramps meet ADA requirements, including being of adequate width (36 inches), having an appropriate slope (no more than one inch in height for every 12 inches in length), and handrails.

- > **Audio-visual aids:** Presenters and their presentations need to be easily seen and heard to ensure that all attendees have the same access to the information being shared.

Microphones ensure that everyone, especially people who are hard of hearing and may be using assistive listening devices, can hear the

information presented at your event. In addition, microphones ensure that American Sign Language (ASL) interpreters can dedicate their full attention to interpretation without straining to hear. The number of microphones needed for your event depends on the size of the room and the format of the event. At a minimum, you should budget for one to be used by the speakers and one to be used by audience members if there will be discussion or questions and answers. While the costs of microphones vary considerably from venue to venue, the average cost per wireless microphone varies from \$150 to \$300 per day. In addition, if using microphones, you will incur additional expenses for a sound system (the costs of which can vary widely depending on the amount of equipment needed and the quality of equipment used) and, possibly, tech support.

Tripod screens are commonly used at events to show PowerPoint presentations, videos, or broadcasts of the event. Multiple screens may be needed to ensure that all attendees—especially those using wheelchairs who may have limited mobility and Deaf and

hard of hearing attendees who rely heavily on sight—have a clear line of sight. These screens can cost anywhere from \$150 per day for a five foot by five foot screen (not including a projector) to \$1,350 per day for a 7.5-by-10-foot screen (including projector) at a hotel.

Pipe and drape background—a typically solid-colored fabric used to create a backdrop to a stage—should be considered if a significant portion of your event is occurring on a stage with extremely busy walls behind it (i.e., patterned or decorated with bright colors). Busy walls can be distractions for Deaf people and can cause eyestrain. Average cost for draping is \$150 per panel, but the cost is heavily dependent on the venue and will vary depending upon how many panels you need.

- > **Postage and delivery:** An attendee may request to receive meeting materials in advance of your event. This would include anything that will be disseminated on-site at your event. You should send meeting materials to ASL interpreters in advance of your event to give them time to familiarize themselves with the core content of the event, including participants' names and any

specialized language that will be used. Unless you are sending these materials electronically, your budget should include additional money to cover copying and shipping costs. Costs for shipping vary greatly depending on your provider and how quickly you need to have materials arrive at their destination.

- > **Service animal relief area:** service animals assist people with a wide range of disabilities, including sensory and mobility limitations. Because you cannot ask participants if they will be traveling with a service animal, you need to proactively ensure that there is a designated service animal relief area on the venue's property for every event. This can be a grassy area that exists already (in which case there should be no charge) or the venue may have to create a space (in which case you may incur a charge). You will need to work closely with the hotel to determine where the space will be. Additionally, you will need to advertise the location of the service animal relief area in your program and materials, and with appropriate signage.

Budgeting for individual accommodations

While the items listed in the previous section are common event-related expenses, the following is a list of accommodations that may be requested by individual attendees.

> **ASL interpreters:** Qualified ASL interpreters provide translation between ASL and spoken English. ASL has its own grammar and sentence structure and is the primary language used by Deaf individuals. The average cost for an ASL interpreter is between \$55 and \$65 per hour, with a minimum of two interpreters required in a team-interpreting format.

> **Assistive listening devices (ALDs)** help individuals separate the sounds they want to hear from background noise and are available for personal and group use. Some ALDs are designed to be used with hearing aids or cochlear implants, while others are designed to be used alone. If an ALD is used in conjunction with a hearing aid, it may require a telecoil (T-switch). Costs for telecoils range from \$50 to \$170+.

Personal ALDs have separate tone and volume controls and may be

configured to work with more than one speaker. The most common devices are wired, like the Pocket Talker. Similar in purpose is the wireless—and more flexible—Personal Frequency Modulation System. Event organizers can purchase or rent these items if the individual does not own one him/herself. The purchase cost ranges from \$150 to \$800.

Group ALDs are preferable when there are several people with hearing loss in a group. The primary advantage is that multiple people can benefit from these systems, though they are expensive and not as portable as single-user devices. Costs for group ALDs range from \$500 to \$1500 depending upon the number of receivers, headphones, etc.

> **Certified Deaf Interpreters (CDIs)** are individuals who are Deaf or hard of hearing who have been certified as interpreters by the Registry of Interpreters for the Deaf. CDIs may have specialized training in gesture, mime, props, drawings, and other tools. A CDI may be needed when an interpreter who is hearing does not meet a Deaf attendee's communication needs. The average cost for a CDI is between \$55 and \$65 per hour.

> **Communication Access Real-Time Translation (CART)** is the instantaneous, word-for-word translation of spoken language into text which is displayed in various forms. English text is produced with less than a two-second delay. An accommodation for a variety of disabilities, the CART writer transcribes what is heard into text that can be displayed on a computer screen for an individual or on a larger display for the entire audience. The cost for CART service varies but on average runs between \$120 and \$160 per hour.



Tip!

If there are no CART providers in your event city or surrounding area, CART services can be provided remotely via a telephone, Internet connection, and a laptop computer.

> **C-Print** is a speech-to-text system developed at the National Technical Institute for the Deaf for individuals who are Deaf, hard of hearing, or have disabilities that affect their concentration and attention. A typist—called a C-Print captionist—listens and simultaneously types an interpretation

of the meeting content (including comments made by others) onto a laptop computer, which is transmitted to the consumer's laptop. A printed transcript and notes are available via email. The C-print captionist receives between \$16 and \$22 per hour.



Tip!

If you are hosting an event and need more Deaf kits than the hotel has on hand, suggest that the hotel borrow additional kits from other properties in the area.

> **Deaf kits:** Hotels offer kits to individuals who are Deaf or hard of hearing that generally include a text telephone (a device—commonly known as a TTY—that allows the user to communicate through typed messages instead of talking and listening), telephone handset amplifier, visual smoke detector, multifunctioning alert system (telephone, doorbell, alarm clock, sound monitor) and other items. Hotels generally offer these at no cost to the guest. If you need to purchase a Deaf kit, the cost ranges from \$400 to \$700.

> **Material in alternate formats:**

People who are blind or have low vision, those with cognitive disabilities, and others may need the material you are offering to be made available in alternate formats.

Audio tapes offer a spoken version of the written material to individuals who are blind or have low vision and some people with cognitive disabilities. Audio cassette recordings cost an average of 25 cents per page and if making a digital audio recording, the cost climbs to 50 cents per page plus an additional \$12 per digital cartridge.

CDs/USB flash drives provide individuals who are blind or have low vision with an electronic version of all written materials which they can access using screen readers. These can be created in-house for small quantities or out-sourced for larger orders. Costs for CDs vary depending upon size. On average, you can purchase 100 CDs for \$20. Costs for a 1GB USB flash drive average around \$6 each when purchased in bulk. Costs will vary depending upon the style, size, any customizations such as logos, and quantity ordered.



Tip!

If you receive a request for materials in large print, be sure to let the hotel know so they can create menus and other materials in large print.

Large print is defined as print that is at least 16 points in size and is made available to accommodate people with low vision. Large print can be done in-house by changing the font of the document being offered or it may be out-sourced, in which case the cost would vary. When creating documents in large print in-house, costs would include staff time and any special materials needed, for example, paper in larger than standard sizes.

Plain language is a clear and succinct way of writing designed to ensure that the reader understands the material quickly and completely. Creating material in plain language can often be done in-house or out-sourced to providers that specialize in editing material. Hiring a plain language consultant can cost an average of \$450 to \$650 per day.

> **Personal care attendants (PCAs)**—also known as caregivers, personal care assistants, patient care assistants, personal support workers, and home care aides—are people hired to help persons with disabilities with their daily activities, such as bathing, eating, etc. If you have a presenter who uses a PCA, you will need to include the PCA's

travel, lodging, per diem, and if negotiated, their hourly rate. Whether or not you will need to pay for the PCA's time depends on individual circumstances. You will need to include the PCA in your count of attendees for any meals and materials. Hourly rates for PCAs can vary from \$8 to \$16.

Additional Resources

U.S. Department of Justice, ADA Home Page

<https://perma.cc/S29R-9RKV>

The ADA site offers information and technical assistance on the ADA.

ADA National Network

<https://perma.cc/ST4R-H294>

The ADA National Network provides information, guidance, and training on the ADA available through 10 regional centers

Association of Assistive Technology Act Programs (ATAP)

<https://perma.cc/796Y-66KZ>

ATAP is a resource on and link to assistive technology programs in your state.

For more information

The Center on Victimization and Safety (CVS) at the Vera Institute of Justice works with communities around the country to fashion services that reach, appeal to, and benefit all victims. Our work focuses on communities of people who are at elevated risk of harm but often marginalized from victim services and the criminal justice system. We combine research, technical assistance, and training to equip policymakers and practitioners with the information, skills, and resources needed

to effectively serve all victims. To learn more about CVS, contact cvs@vera.org.

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