

TO: SSSP Board of Directors  
FROM: Rebecca Wiersma, Chair, SSSP Accessibility Committee  
RE: Committee Annual Report  
DATE: July 10, 2014

This year the Accessibility Committee worked on a number of tasks to help ensure that the Annual Meeting is accessible to all attendees and presenters. We reviewed the responses to the 2013 Annual Meeting Survey questions related to accessibility. Additionally, we reviewed the memo and checklist that is to be distributed to all participants which provides all participants with instructions and information regarding accessibility issues. Finally, we have worked with Michele Koontz to handle access requests for the 2014 meeting.

To date, we have received requests for accommodations from two attendees and two presenters. We will continue to work with Ms. Koontz to determine whether these requests require any disbursements of funds and how to accommodate these needs.

#### Review of Previous Changes:

The committee reviewed the checklists and memo regarding accessibility guidelines created by the preceding committee members in 2013. The only note was to ensure that gender neutral restrooms were clearly marked for participants. The checklists appear to clearly outline the requirements for presenters and the memo is helpful in informing attendees of accessibility services.

#### Issues Raised in the 2013 Annual Meeting Survey:

Out of the 262 participants that completed the Annual Meeting surveys received, 239 indicated whether or not they utilized any of the accessibility services. Out of the 239 individuals that responded, 29.3% indicated they used accessibility services available to them at the SSSP hotel. Twenty individuals included a response to the question regarding access. The feedback given is summarized below:

1. Several individuals remarked that the gender-neutral restrooms need to be more clearly marked, but they appreciated the effort in providing these types of restrooms.
2. A few individuals remarked that they enjoyed the comfort room. However, two participants noted that it appeared meetings were being held in that room so it was difficult to use as intended. One participant suggested that there be a conference room for those that want to do some talking or debriefing and another comfort room that requires complete silence.
3. Three individuals specifically noted that they appreciated the fragrance free products.
4. As in the previous year, it was noted that the ASL interpreters did an excellent job.

#### Future Action:

The committee is pleased regarding the general response related to the accessibility services provided and the efforts of those involved that work to make these services available to attendees and presenters. A significant number of participants appeared to make use of one or more of the services offered last year. We also greatly appreciate Ms. Koontz's dedication and assistance throughout the year. She has been instrumental in all aspects of this committee's work and is a wonderful asset to SSSP.

It does appear that the gender-neutral restrooms need to be more clearly marked. One participant also suggested covering up the traditional signage indicating male/female to make it more comfortable for attendees utilizing those restrooms. Additionally, it appears that the comfort room is being used at times for meetings and thus it may be helpful to post clear guidelines in the room or near the entrance that would allow individuals in need of a quiet place to relax and discourage meetings in that area. The guidelines and checklists appear to have assisted with some of the issues noted last year with panel presenters not making presentations accessible to all attendees, as there were no negative comments regarding this issue.