**Association of Legal Administrators**
**Event Accessibility Standards**

The Association of Legal Administrators is committed to providing events that are accessible to everyone. The following is an outline of considerations that are part of our event planning process. If you have additional needs not covered below, please reach out to us at *alaevents@alanet.org* at least 30 days prior to the event and we will work to accommodate you.

Be advised that ALA's Emergency Action Plan includes protocols regarding any assistance to be provided by representatives of ALA Headquarters and ALA's official event management partner in the event of an emergency.

**ALA's Commitment at All In-Person Events**

*Captioning and Translation*
ALA uses Wordly, an AI translation and captioning tool, to assist attendees at all events. Speakers and attendees will be required to use microphones for all sessions to ensure that the tool can be accessed appropriately.

*Dietary Needs*
Attendee dietary needs are captured as part of the standard event registration process. An authorized representative of ALA will work with venue staff to see that appropriate meal accommodations are provided as necessary.

*Mobile App*
The mobile app used for ALA events is Web Content Accessibility Guidelines (WCAG) 2.2 AA compatible. It is specifically designed to operate using your device's existing settings.

*Mobility*
An authorized representative of ALA will work with venue staff to ensure adequate access to the event space. All program agendas will include ample time to travel between sessions as part of the standard planning process. When available, all meeting rooms will include a ramp to the riser for speaker use. If no ramp is available, staff can assist speakers on request.

*Venue Selection*
All ALA events are held at ADA-compliant venues. An authorized representative of ALA will meet with the representatives of the venue either in-person or virtually to evaluate the event space before entering into a contract with the property.

*Reserved Seating*
ALA will reserve the necessary number of tables at all events for disabled attendees and their personal care assistants.

*Emotional Support Animals and Service Animals*
Service animals are welcome at all ALA events. Emotional Support Animals are allowed subject to the rules and regulations established by the event venue.

*Speaker Materials*
All ALA speakers are provided guidance on how to make their supporting materials accessible to everyone.

*Staff Assistance*
Representatives of ALA Headquarters and ALA's official event management partner are available to assist disabled attendees throughout the event space on a limited basis (e.g. in the event of an emergency such as the need to evacuate the event space). Individuals requiring more regular assistance are encouraged to have a personal care assistant accompany them.

**Additional Considerations for ALA's Annual Conference & Expo**

*Assisted Listening Devices*
Assisted listening devices are made available on request. Depending on the venue, the use of these devices may be limited to the general session room.

*Gender Neutral Restrooms*
An authorized representative of ALA will work with venue staff to ensure that at least one gender-neutral restroom is available in the event space.

*Lactation Room*
Attendees will have access to a lactation room on request. This lockable room will include a refrigerator, bottled water and various other supplies typically used by nursing mothers. Attendees should inquire about access to this space at the Registration Desk.

*Mobility Aids*
Information regarding wheelchair or scooter rental is provided to attendees.

*Quiet Room*
A quiet room is available for the duration of the event. This room may be used as a space for prayer, religious reflection, meditation, and as a resilience room for anyone who may experience sensory overload.