

**MEETINGS AND CONFERENCES
POLICY**

ARKANSAS WORKFORCE INVESTMENT BOARD

AMERICANS WITH DISABILITIES ACT MEETINGS AND CONFERENCES POLICY STATEMENT

1. PURPOSE

It shall be the policy of the Arkansas Workforce Investment Board to ensure that conferences, workshops, meetings, or training events are accessible to persons with disabilities in accordance with the Rehabilitation Act of 1973.

2. SCOPE

This policy applies to all Boards that schedule conferences, meetings, trainings, workshop, etc.

3. RESPONSIBILITIES

It shall be the responsibility of all conference or workshop planners to develop a system to assure enforcement of this policy.

- A. Survey facility for accessibility before scheduling meeting.
- B. Plan for program access.
- C. Develop a questionnaire to ascertain what should be done for people at the event.

4. MEETING AND CONFERENCE POLICY STATEMENT

Accessibility Assistance

Interpreter Services:

Vision impaired Hearing impaired

Meeting Room Accommodations for Persons using:

Wheelchairs Other