

Treasury Documentation**Subject:** Meetings/Events, Accessibility**For:** EMPLOYEE HANDBOOK
SAFETY AND HEALTH HANDBOOK**Also See:**

Identification	ET-03200 Policy
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The Michigan Department of Treasury (Treasury) plans and sponsors meetings and events attended exclusively by Treasury staff as well as those attended by individuals and organizations outside Treasury. In addition, Treasury plans portions of and co-sponsors meetings and events with other organizations and individuals outside Treasury. In keeping with federal and State disability rights laws and the value of inclusion, it is the intent of this Policy to standardize Treasury's planning of and participation in meetings and events to ensure accessibility for all participants.

Events and meetings planned and sponsored entirely by Treasury will be accessible, whether attended by Treasury staff, individuals from outside Treasury, or both. This Policy includes but is not limited to meetings open to the public, conferences, educational events, press conferences, staff training and retreats. "Accessible" means that all who are qualified to attend will be able to attend, participate in all activities, and have access to information in the needed alternative formats in a timely manner that allows full participation during the event. At a minimum, the site will be barrier-free and additional accommodations will be provided upon request with advance notice.

Event announcements should be made ten work days in advance or at least the number of days necessary to receive and respond to requests for accommodations. Communications, such as press releases, advertisements or publications regarding meetings and events, especially those aimed at the public and others outside Treasury, will require an "Accessibility Statement" similar to the following:

"The meeting site is handicapped accessible, including parking. Persons with disabilities, who need mobility, visual, hearing, and/or other assistance for effective participation should indicate such needs when registering. All such requests should be directed to [name of contact] at [phone number] and be received at least ____ business days before the date of the meeting. Any requests received after ____ cannot be guaranteed, but an effort will be made to provide the accommodation requested."

Meetings and Events Planned and Sponsored by Others Outside of Treasury

When Treasury staff participates in an event planned and/or sponsored by another organization, the portion of the event presented by Treasury staff should be accessible. Treasury staff will advocate for accessibility and provide technical assistance to increase accessibility at the entire event.

Treasury personnel participating in the meeting or event are responsible for implementing this Policy. Questions on this Policy may be directed to the Event Coordinator or Treasury's ADA Coordinator.

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