

Section/ Article	Discription	Current	How?	Goal
1	Event Committee Resources	1		
a	There is a member of the committee or event staff with working knowledge of accessibility issues, resources, and solutions assigned as Accessibility Liaison.	NO	Prior to 2017 we will have 2 members of the committee complete this type of training.	2017
2	Ground Transportation	2		
a	Cab companies providing service between the airport and the event hotel have wheelchair-accessible cabs in their fleets.	See 2b		
b	Shared-ride shuttle companies providing service between the airport and the event hotel have lift-equipped vans in their fleets.	YES	Requires Prior Reservation: http://www.sandltransportation.com/ or 1-800-823-9044	
c	Hotels providing shuttle service to the airport for guests have lift-equipped vans or an arrangement with a local service to provide comparable service for wheelchair-using guests.	N/A	This is not a service we provide to ANY attendees	
d	The location has a convenient drop-off and pick-up point, adjacent to the main entrance, where attendees with disabilities can disembark or wait for transportation.	YES		
e	The venue can be reached by public transportation, as well as by car. (A reasonable distance should not exceed one or two blocks to a bus stop or train station.)	Not provided	Detroit is lacking public transit. The closest Bus stop is 2 miles. Closest Train stop is located in Ann Arbor.	
3	Event Hotel	3		
a	The entrance to the hotel is wheelchair-accessible, with an opening of at least 32 inches of clear width.	YES		
b	Non-accessible entrances have signs giving directions to the accessible entrance.	YES	All public entrences are accessible.	
c	There are accessible parking spaces near the accessible entrance:	YES	The hotel has 13 Accessible parking spots. 6 of these spots are near the main lobby entrance and the other 7 are located at the north entrance to the hotel.	
i	Spaces are clearly marked with the international symbol of accessibility.	YES		
ii	Spaces and access aisles are 8 or more feet wide.	YES	They are 8 feet wide along with 5 foot access aisles	
iii	Access aisles are marked with "No Parking" signs.	YES	The lots are clearly identified and the access aisles are striped out.	
iv	There is an accessible route from parking/drop-off to the entrance:	YES		
1	Does not exceed recommended distance of 200 feet.	YES	They are within 200 feet of the entrance to the hotel	
2	The sidewalk from the parking lot is a minimum of 36" wide.	YES		
3	The accessible path of travel is a paved and level surface.	YES		

d	Public spaces in the hotel (restaurants, bars, etc.) are wheelchair-accessible.	YES		
e	Hotel has an adequate number of wheelchair-accessible sleeping rooms that include roll-in showers and/or low tubs with ADA-compliant grab bars.	YES	The hotel has a total of 10 accessible rooms. 4 have roll-in showers and 6 have low tubs. All are equipped with ADA compliant grab bars.	
f	Hotel has at least one restaurant serving breakfast, lunch, and dinner during the event.	YES		
g	Tables in food service areas are less than 34" high.	YES		
h	There are wheelchair-accessible restaurants within reasonable (one to two blocks) distance of the hotel that can be reached by people in wheelchairs. (Sidewalks, curb-cuts, etc.)	YES		
i	Room signs and elevators have raised or Braille characters.	YES		
j	Exits are clearly identified and accessible.	YES		
k	Fire and emergency alarms have both audible and visual signals.	YES		
l	There is an evacuation plan for persons with physical, hearing, and visual disabilities.	YES		
m	Hotel has a minimum of one TTY-equipped public telephone with appropriate signage.	YES	The hotel does not have any public telephones. We do keep a TTY kit at the hotel and it is available upon request at the front desk.	
n	Water fountains are low enough to permit use by someone in a wheelchair or have a cup dispenser, which can be reached easily.	YES		
4	Event Venue		4	
a	All event-specific functions are in the host hotel, an accessibly-connected adjacent building, or within reasonable (one to two blocks) distance of the hotel that can be reached by people in wheelchairs. (Sidewalks, curb-cuts, etc.)	YES		
b	Floors on which event spaces are located are served by public elevators.	YES		
c	Public facilities (rest rooms, powder rooms) are wheelchair-accessible.	YES		
i	Restroom entrances are wide enough (32 inches) to permit wheelchair access.	YES		
ii	Interior are sufficiently large (60 inches minimum diameter) to permit a wheelchair to enter and turn around.	YES		
iii	Toilet stall doors are at least 32 inches wide; toilet stalls (36-60 inches) equipped with a grab bar.	YES	confirm that this is for (1) stall in each not all stalls?	

iv	Sinks are high enough (30 inches) for a wheelchair to roll under with soap and towel dispensers within easy reach (48 inches from floor).	YES	The hotel has 8 public restrooms, each one is designed differently but the 2 sinks I measured were 29 inches from the ground and had clearance underneath so that a wheelchair could roll under. The soap and towel dispensers are within easy reach.	
d	Entrances and architecture of all event spaces (ballrooms, meeting rooms, etc.) are wheelchair-accessible. In the case of multi-tiered spaces, ADA-compliant ramps or lifts are provided, or access to the front of the room is provided via alternate entrances.	YES		
e	Room signs and elevators have raised or Braille characters.	YES		
f	Exits are clearly identified and accessible.	YES		
g	Fire and emergency alarms have both audible and visual signals.	YES		
h	There is an evacuation plan for persons with physical, auditory and visual disabilities.	YES		
5	Banquet and Awards Presentation		5	
a	Stages and raised platforms are wheelchair-accessible via lifts or ADA-compliant ramps.	YES	Ramp for Main Stage	
b	Banquet seating and table placement leaves room for wheelchairs and scooters to move between and “park” at tables.	YES		
c	Banquet seating near the stage is available for visually-impaired and hearing-impaired attendees.	N/A		
d	Seating for non-banquet attendees of the awards presentation includes spaces for wheelchairs and scooters.	See 6c		
e	Seating near the stage is available for non-banquet attendees with visual or hearing impairments.	See 6b		
f	All video content is closed captioned.	See 6d		
g	One or more assistive listening devices are available.	See 6e		
h	An ASL interpreter is available for pre-banquet remarks and the awards ceremony.	See 6f		
i	Lighting is at an adequate level to ensure hearing impaired attendees can read lips or clearly see the ASL interpreter.	See 6g		
6	Panels and Presentations		6	
a	Stages and raised platforms are wheelchair-accessible via lifts or ADA-compliant ramps.	YES	Ramp for Main Stage	

b	Seats at the front of the room are available visually-impaired and hearing-impaired attendees. Seats on either side of "center" in that section are available for lip-readers so that panelists' faces are not hidden by microphones.	YES	We are working out plans for the large rooms and are reserving main aisle rows for impaired attendees	
c	Audience seating includes spaces for wheelchairs and scooters. In large rooms, several spaces at various points in several locations.	YES	We are working out plans for the large rooms	
d	All video content is closed captioned.	YES	This has been requested of any panelists who are presenting video content.	
e	One or more assistive listening devices are available.	NO		2017
f	An ASL interpreter is available to sign the panel or presentation, and the fact it will be signed included in the program.	NO		2017
g	Lighting is at an adequate level to ensure hearing impaired attendees can read lips or clearly see the ASL interpreter.	YES		
h	For panels that include one or more hearing-impaired panelists, the moderator and the panel(s) meet prior to the panel to work out how best to accommodate the panelist.	YES		
7	Miscellaneous		7	
a	In the event an attendee or guest with disabilities requires a caretaker/assistant, the caretaker/assistant's registration is comped.	NO, but	We provide a discounted rate to assistance companions. (\$35)	
b	Service animals are permitted in all hotel and convention spaces.	YES		
c	In all instances where food is served (banquet, hospitality suites, etc.), accommodation of food allergies and sensitivities are addressed.	YES		
i	Labeling for presence of common triggers (nuts, eggs, dairy, gluten, sulfites, etc.)	YES		
ii	Alternate selections for people with allergies or sensitivities.	YES		
8	Additional Provisions for Food Service: Constitute's Accessibility Adaptations		8	
a	Designated Handicap Access at dining tables. Marked by Accessibility sign upon table and tape upon floor.	YES		
b	Staff available to aid with line issues. Ask and staff will help you get beverage or food.	YES		
c	Designate table with only Gluten-free items.	YES		
d	Double door entrance that can be utilized with ease.	YES		
e	Signage alerting to allergens.	YES		
f	Service animals welcome. We provide a bowl of water upon request.	YES		
g	Availability of food labels for members to look for nutritional/allergy information. (upon request)	YES		

h	Consuite Staff trained to aid/assist upon resonable request. Consuite encourages any member to speak to staff with any suggestions, concerns, or for aid.	YES		
9	Additional Provisions for Access and Comfort		9	
a	Sharps box locted on site for disposal of used medical product.	YES	There is a sharps box located at the front desk of the hotel.	
b	Breast-feeding space.	YES	Located in the ConSuite- Speak to staff for access	
c	Gender Neutral Bathrooms	YES	located on the second floor, next to meeting spaces	