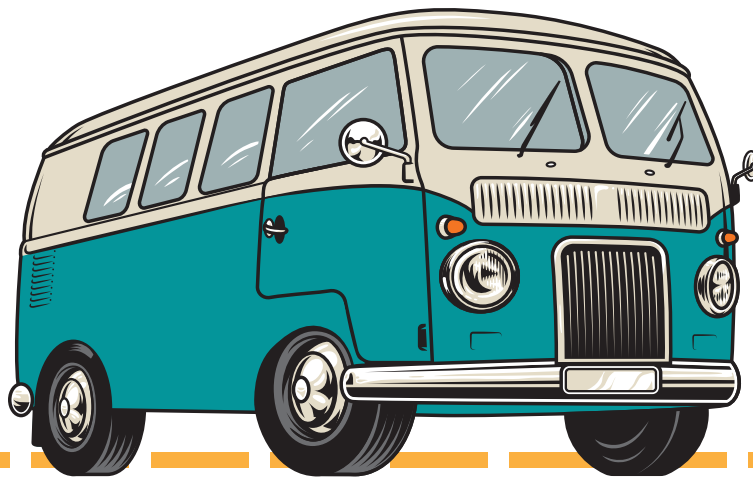


BCcampus Regional Roadshow

Accessibility and Inclusion Package



BCcampus Regional Roadshow

June 10-11, 2024 • Okanagan College, Kelowna, B.C.
June 13-14, 2024 • Thompson Rivers University, B.C.
June 17-18, 2024 • Selkirk College, Castlegar, B.C.

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Accessible Practices and Procedures

Accessibility Requests

We personally manage each request and work directly with you to ensure your specific needs are met. If you have particular needs or preferences, you can communicate them in the registration form or contact us directly. We will be in touch to work with you.

Neuroinclusivity

At our events we strive for neuroinclusivity to create an environment that supports individuals with diverse neurological needs. This includes help with our registration process, a personal venue tour, a buddy system during the event, sensory meals, and quiet spaces. Please let us know if there is something we can do to support you.

Alternative Formats

We are dedicated to ensuring our information is accessible to everyone, and we understand you may require alternative formats to standard print to access information. We offer correspondence, reports, and other documents in alternative formats on request, including:

- Hard copy or email
- Large print

If you request another format, we will do our best to ensure your needs are met.

Computer-Assisted Real-Time Translation and American Sign Language

We provide sign-language interpreting (American Sign Language) or computer-assisted real-time translation (CART) on request. All recorded assets include captioning.

Assistive Devices

Many attendees use personal assistive devices to aid them in their daily lives, including communication, cognition, personal mobility, and medical aids. Our organization works closely with our audio-visual providers to ensure attendees have access to the necessary equipment. Additionally, all our event spaces are equipped with microphones and a house PA or speakers to help facilitate clear and accessible communication.

Support Persons

We recognize individuals with disabilities may require a support person to assist them with communication, mobility, personal care, or medical needs. We allow attendees with disabilities to be accompanied by a support person at our events. The support person may be a paid professional, volunteer, family member, or friend and does not need to have any special training or qualifications. There is no fee for the support person; they are sponsored by BCcampus. To ensure we accommodate catering needs, please inform us during registration if you will be accompanied by a support person.

If you do not have a support person but require extra assistance, volunteers and event staff will be available to assist during the event.

Support Animals

Service animals are essential for some individuals with disabilities and include dogs trained to assist people who are blind, hearing-alert animals for those who are deaf or hard of hearing, and animals trained to detect and prevent oncoming seizures. Service animals are always welcome at our events, in accordance with the law.

Seating

We implement dedicated easy access and accessible seating for all in-person events. This includes seating in proximity to entrances and exits and near speakers, ensuring all attendees have an equal opportunity to fully participate.



Sensory Bags

Sensory bags will be available to borrow from our event registration desk. Each sensory bag has a range of items to help you feel comfortable and supported, including a weighted blanket, noise-cancelling headphones, various fidget toys, a colouring book, and gum.

In the meeting area itself, you will find a small basket of fidget toys on the tables. Free to play and fidget, but please leave behind for the next fidgeter.

Quiet Room

At BCcampus events we offer a designated quiet room designed to provide a peaceful and calming environment for attendees who need a break from the noise, lights, and other stimuli of our event spaces. The quiet room is intended to help you stay relaxed and focused so you can make the most of your learning and networking opportunities. It is important to note the quiet room is not intended for conversations or meetings but rather as a space to take a break and recharge.

We will inform you of the location of the quiet room through email communication.

Lap Blankets

We understand venue temperatures can be unpredictable, so we've got you covered. We offer fluffy lap blankets to help you stay comfortable. These blankets will be available to borrow from our registration desk and can be returned when no longer needed. If you are feeling chilly, please do not hesitate to ask for a blanket.

Frequent and Extended Breaks

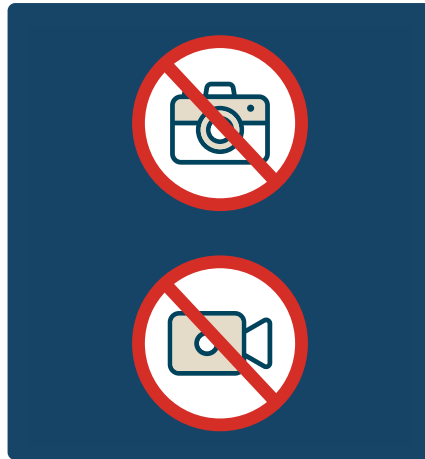
We prioritize the health and wellness of our attendees by including frequent and extended breaks in our event schedules. We often adjust the start and end times to allow for more time between sessions, and we provide longer breaks than typical conferences to give attendees time to rest, recharge, and network. By doing so, we hope to create an environment that promotes learning, collaboration, and well-being.

Affordability

At BCcampus we organize events in a non-profit, cost-recovery format and strive to keep registration fees low or free. To achieve this, we collaborate with post-secondary institutions for venue spaces and receive in-kind support, which helps cover costs and enables us to provide free registration for students and those who may need assistance. If your organization is interested in supporting one of our events, please reach out to events@bccampus.ca.

Photography Opt-Out Option

From time to time, a photographer is present at in-person BCcampus events to capture images to be shared on our digital properties and promotional materials. Attendees are always able to decline the media release of photos. Red lanyards denote an attendee who does not want to be photographed. When we provide events in a hybrid format (in-person and live streaming) we provide dedicated tables that are out of camera shot. Please look for these signs on tables that are out of camera range.



Code of Conduct and Incident Reporting

The [BCcampus Events Code of Conduct](#) is an important aspect of creating a respectful and safe learning environment for all attendees, speakers, sponsors, organizers, and volunteers. However, we understand sometimes incidents occur. The incident reporting process is equally essential to ensure violations of the code of conduct are addressed promptly and effectively.

Attendees can report incidents or violations by visiting the registration desk or emailing us at events@bccampus.ca. The interview process will be conducted in a private, secure, safe space to ensure confidentiality.

General Venue Information

Registration Desk

The registration table will be located near the main event space. Staff and volunteers will be available during event to help if you have questions or requests or require assistance with mobility or access, including but not limited to problems with space, sound, scent, or lighting; navigating from session to session; and connecting with resources.

Wi-Fi

We will provide attendees with dedicated Wi-Fi access on site. You will find this information on the tables at the event. You may connect to Open wi-fi if you have this account set up.

Text for Service

We understand that sometimes it's not easy to flag down event staff or ask for assistance in a crowded room so we have introduced our convenient and discreet 'Text for Service' feature. For your comfort and convenience, simply send a text to Christy Foote, events manager, at 778-999-0310 with your request, and our event team will discreetly handle your needs. Whether it's a question, a special request, or assistance of any kind, we're here to make your experience seamless and stress-free. Your comfort is our priority, so feel free to text us anytime during the event, and we'll take care of the rest!

Contact Us

General questions

events@bccampus.ca

Christy Foote, events manager

cfoote@bccampus.ca

BCcampus support team

support@bccampus.ca

BCcampus communications team

communications@bccampus.ca

Feedback

As we are always learning, we welcome feedback and suggestions on this document.

Please email events@bccampus.ca.



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