



February 10, 2014

Dear ASA Member

When filling out your ASA membership renewal form, either this year or in the past, you indicated that you would like to receive information regarding services at the Annual Meeting for persons with disabilities. In this letter we describe our current efforts to make the Annual Meeting accessible to everyone in terms of housing, tours, session locations, and presentations.

At the upcoming [2014 Annual Meeting](#), all plenary sessions will be simultaneously webcast with open captions. Anyone in the plenary hall – or anywhere else in the world -- will be able to access the webcast and captions from their computer, mobile device, or tablet. This service reflects our on-going commitment to using universal design principles to make ASA events truly welcoming to all members.

In late-June, we will launch an app for the 2014 Annual Meeting that will have a host of useful information, including maps, links to the plenary webcasts, and the Convention Bulletin & Pocket Program (which includes meeting room names and locations of all program sessions and events).

If you will be attending the meeting and need specific accommodations related to a disability, we request that you contact ASA Meeting Services (meetings@asanet.org or 202-383-9005 x305) as soon as possible. With advanced notice, we can make sure that your needs are met. Some of the services we can provide include:

- ASL, Computer Aided Real Time Transcription (CART), and voice interpretation.
- Loaner scooters, as well as information on scooter resources in the area.

- Ramps to stages, or lowered microphones.
- Lists of local providers of accessibility resources.
- Conference site walk-thru/orientation with a member of the ASA Meeting Services staff. Electronic copy of the program, provided on site as a PDF file. Please be sure to make this request before the end of the pre-registration period, which is July 10, 2014.

For Annual Meeting Attendees

- All sessions during the 2014 Annual Meeting will take place at the Hilton San Francisco Union Square and Parc55 Wyndham Hotel.
- A quiet area—identified in the program materials as the “Comfort Zone”—will be available at the Hilton and the Parc55 for anyone attending the Annual Meeting who needs a comfortable place to take a break from the busy action of the meeting.
- A gender neutral restroom will be designated and available at both the Hilton and the Parc55.
- Tour descriptions will include accessibility information.
- Accessibility features/concerns will be noted on maps whenever possible.
- The on-line preliminary program for the Annual Meeting will be available on **April 30 – unfortunately, no scheduling information is available prior to that date**. If you will need accommodations for specific sessions you will be attending, please review the program and contact ASA Meeting Services right away. Be prepared to give them the specific sessions you plan to attend and the type of accommodations you will need.

Housing & Hotel Accommodations

All housing services are being managed through, Connections Housing; ASA’s official housing management company. Booking a room in the ASA room blocks is an important way to support the Association and ultimately keep overall meeting costs as low as possible. We have reserved a block of ADA compliant hotel rooms. If you would like an ADA room, please indicate that when making your hotel reservation. You may secure your hotel accommodations through the online portal on the [ASA Housing website](#). Printable PDF versions of the housing reservation form are also available on the website.

PLEASE NOTE: Use the resources available on the ASA Housing website to request any accommodations you need in your hotel room. Requests for accommodations for any other Annual Meeting activities, including sessions, workshops, or plenaries should be made by contacting ASA Meeting Services.

Additional information regarding the meeting facilities, including maps with the locations of elevators, stairs, and accessible restrooms will be available to attendees on the ASA website prior to the start of the Annual Meeting.

For Annual Meeting Presenters

- If you will be *presenting* and need accommodations related to a disability, please be sure to contact ASA Meeting Services now. With advanced notice we can provide ramps onto stages, lower podiums, CART services, interpreters, and other services as needed.
- All individuals who have a paper accepted for presentation at the Annual Meeting will receive the article [“Universal Design: Creating Presentations that Speak to All.”](#)

Should a Problem Arise While You Are Onsite at the ASA Meeting

- *ASA staff are your advocates* -- if you have *any* problem or negative experience related to accessibility, including issues with housing, meeting sessions, travel throughout the city, restaurants, or any other accessibility related issue, please report the issue to the Meeting Information & Housing desk, which will be located in Yosemite Hall on the second level of the Hilton San Francisco Union Square. An ASA Meeting Services team member will record the concern in our Accessibility Log and will be your advocates in working to resolve the issue whenever possible. An example page from the Accessibility Concerns Log is included with this letter. By informing us of *any* concerns that arise we can work toward making the ASA Annual Meeting more welcoming to sociologists with disabilities, and make the cities and hotels where ASA meetings are held more aware of accessibility issues.

Additional information on resources available to meeting attendees is available on the "[2014 Annual Meeting: Access for All](#)" website.

The ASA continues to strive to find ways to make the Annual Meeting more accessible and friendly toward all participants, including those with disabilities. Please be sure to contact ASA Meeting Services (meetings@asanet.org or 202 383 9005 x305) about any assistance that you need at the Annual Meeting. We value your participation in the association and hope to see you in San Francisco.

Sincerely,



Kareem Jenkins
Director, ASA Meeting Services



Margaret Weigers Vitullo, PhD
Director, Academic and Professional
Affairs Program

ASA Annual Meeting Accessibility Concern Report

Date concern submitted: ____ / ____ / ____.

Time concern submitted: _____

Person with the concern (optional):

Name: _____

Cell phone: _____

Email: _____

Hotel: _____

If we need to follow up with you during the Annual Meeting, what is the best way to reach you?

- Call hotel
- Call cell phone
- Send email
- Other (please specify) _____

Describe the concern (use the back of the page if needed):

Urgency of response needed:

- Immediate response needed.*
- Response needed during same business day.*
- Response needed before the end of the Annual Meeting.
- Follow up after the Annual Meeting will be fine.
- No response to me required – report given for information only.

Report Received by:

Name: _____

*Information Desk Staff: immediately inform the ASA Office about these concerns

Concern Description Continued:

For ASA Staff only

Date concern resolved: ___ / ___ / ___.

Time concern resolved: _____

How was the concern resolved?

Please describe in detail noting hotel or ASA Staff involved and what was done. If the resolution included re-contacting the individual reporting the concern, note in this space the day/time of each contact and how the person was contacted.