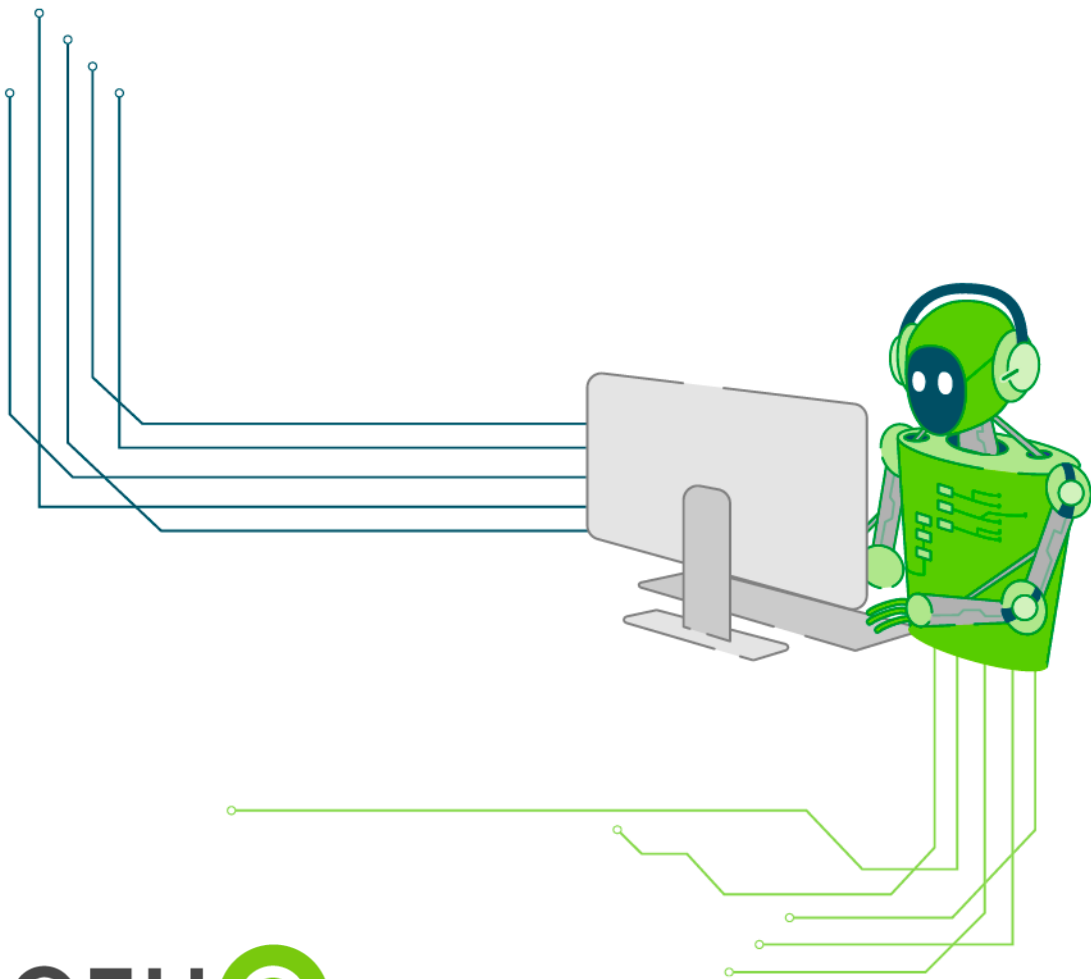


Accessibility, Inclusion and Event Information Package

ETUG Spring Workshop 2023

Future-proof Learning Design: The Integration of Digital Literacy, Inclusive Tech, and AI



June 1 & 2, 2023

Kwantlen Polytechnic University, 8771

Lansdowne Rd, Richmond, BC



TABLE OF CONTENTS

Introduction	3	Social Event.....	13
Accessible Practices and Procedures	3	Public Transportation and Directions	14
Accessibility Requests	3	SkyTrain.....	14
Neuroinclusive	3	Bus	14
Alternative Formats	3	Taxi Services	14
CART and ASL	3	Contacts for Wheelchair Rental and Repair	14
Assistive Devices.....	4	Out and About in Richmond.....	15
Support Persons.....	4	Airport.....	15
Support Animals.....	4	Harbour Air Seaplanes.....	15
Seating	5	Car Rental	15
Sensory Bags.....	5	Hotels.....	15
Quiet Room	5	Parking	15
Lap Blankets.....	6	SkyTrain.....	15
Frequent and Extended Breaks	6	Entertainment.....	15
Affordability	6	Shopping.....	15
Child Care	6	Restaurants.....	15
Photography Opt-out Option	6	Contact Us.....	16
Code of Conduct and Incident Reporting	7	Feedback	16
Safety, Security, and Emergency Procedures	7		
General Venue Overview	8		
Points of Entry.....	8		
Parking	9		
Accessible Parking and Spaces.....	10		
Registration Desk.....	10		
Registration Hours.....	10		
Wi-Fi.....	11		
Charging Stations	11		
Universal and Barrier-Free Washrooms	11		
Flooring.....	12		
Chairs.....	12		
Lighting	13		

INTRODUCTION

Welcome to the ETUG Spring 2023 Workshop!

This document aims to provide you with important details regarding accessibility, inclusion, and general information about our venue and the event. If you have inquiries or require further clarification on the information presented, please contact us. We are committed to ensuring your experience at our event is pleasant and fulfilling.

ACCESSIBLE PRACTICES AND PROCEDURES

Accessibility Requests

Each request is managed personally by our organizers, who work directly with the requestee to ensure their specific requirements are met. If you have particular needs or preferences, you will have the chance to communicate them in the registration form, or you can contact us directly and ask questions. We will contact you once we receive your request.

Neuroinclusive

At our events, we strive for neuroinclusivity, working to create an environment that supports individuals with diverse neurological needs. These can include help with our registration process, a personal venue tour and buddy system during the event, sensory meals, and quiet spaces. Please do not hesitate to inform us of anything 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. As such, 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.

CART and ASL

Sign-language interpreting (American Sign Language) or computer assisted real-time translation (CART) are provided on request. Captioning is provided on all recorded assets.

Assistive Devices

We frequently have attendees who use personal assistive devices to aid them in their daily lives. These devices include communication aids, cognition aids, personal mobility aids, 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

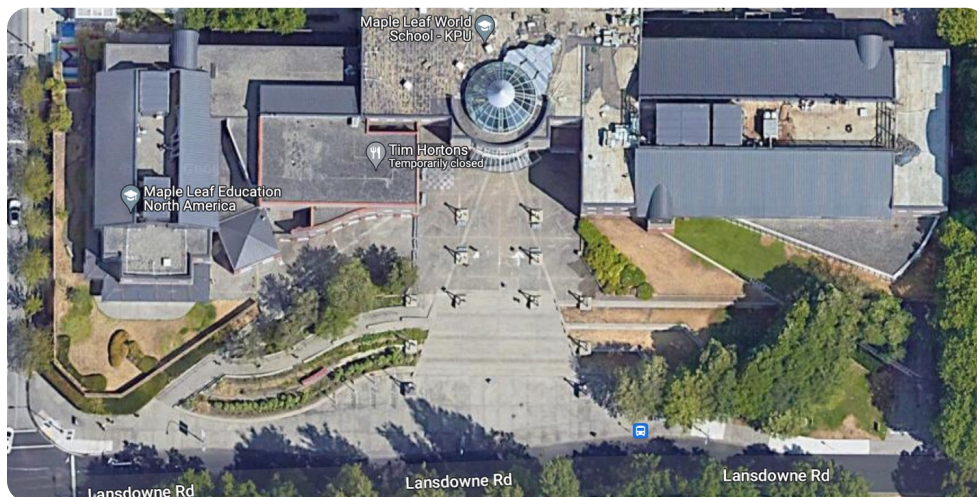
We recognize individuals with disabilities may require a support person to assist them with communication, mobility, personal care, or medical needs. As such, we allow attendees with disabilities to be accompanied by a support person at our events. The support person may be a paid professional, volunteer, 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 catering arrangements are made, 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 are 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.

Kwantlen Polytechnic University (KPU) Richmond has several grassy areas for guide-dog potty breaks. The closest to our meeting space is just outside the Main Building, Lansdowne Street entrance.



Seating

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



Sensory Bags

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

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.

The quiet room for this event is 2515.

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 are 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 lap 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 sponsoring one of our events, please reach out to events@bccampus.ca.

CHILD CARE

Attending an event sometimes means choosing professional development at the expense of spending time with family, but for large, multi-day events hosted by BCcampus, participants do not have to choose one over the other. We welcome children to our events and offer

- Professional child care services
- Invitations to children to join us for nutritious and delicious meals
- Games, art supplies, age-appropriate toys, and books
- BCcampus T-shirts to easily identify the children in our care
- Lactation room (please let us know on the registration form so we can provide a private space)

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. No photos are permitted to be taken of children in our child care program.

CODE OF CONDUCT AND INCIDENT REPORTING

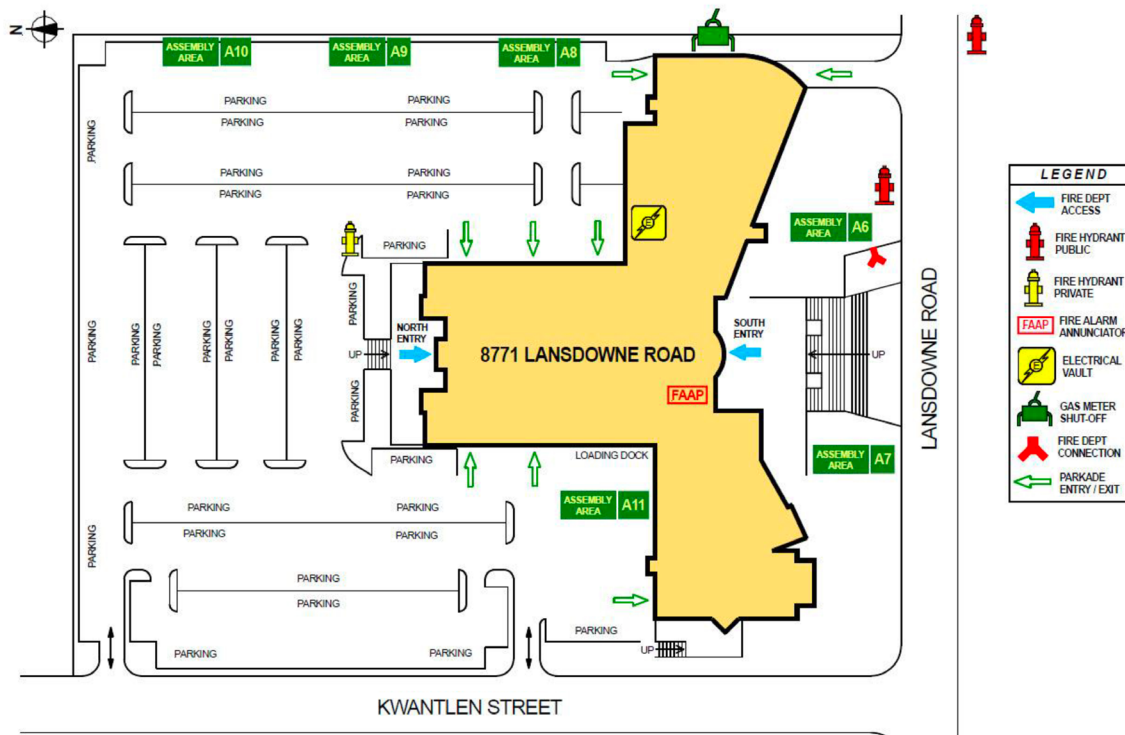
The BCcampus Code of Conduct is an important aspect of creating a respectful and safe learning environment for all attendees, speakers, sponsors, organizers, and volunteers. However, we understand sometimes incidents occur. The incident reporting process is equally essential to ensure any violations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

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

SAFETY, SECURITY, AND EMERGENCY PROCEDURES

In case of an emergency, we have dedicated staff to help you evacuate. KPU fire warden staff are visible in yellow vests to direct the evacuation. Please exit the building by the nearest doors and head to the nearest assembly area.

KPU Richmond - Emergency Assembly Map



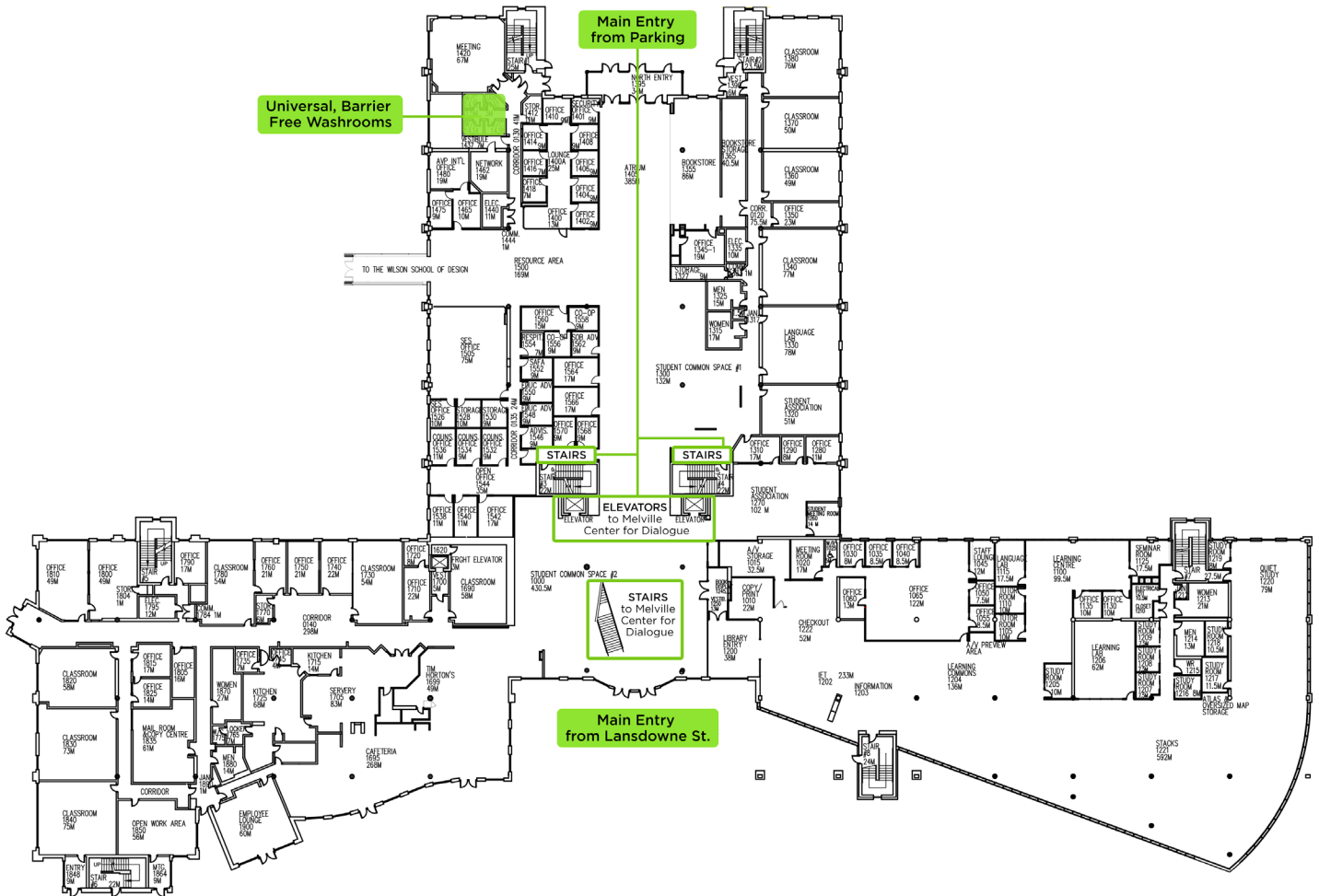
GENERAL VENUE OVERVIEW

KPU Richmond has two buildings, the Wilson School of Design and the Main Building. Our event is being held on the second floor in the Main Building in the Melville Centre for Dialogue space.

Points of Entry

The Main Building has three main entrances. Your travel/transportation will determine which entrance is best. Please refer to the map to find the best way from your arrival point.

KPU Richmond - First Floor



KPU Richmond - Second Floor



Parking

The Richmond campus has two parking areas, one on ground level and one underground parkade. The cost is \$5.

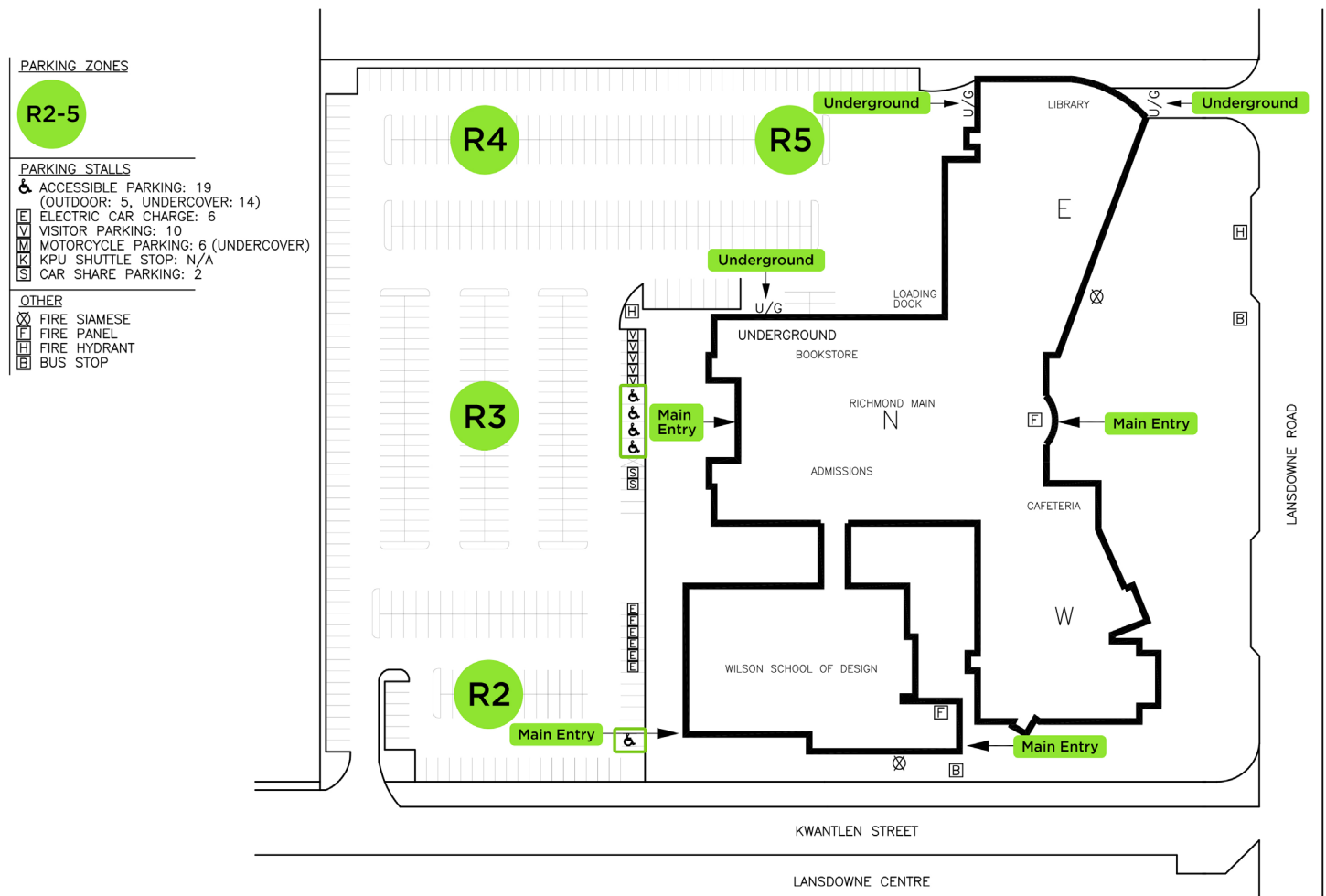
To pay,

- Remember car's license plate number.
- Go to a pay station located at Main Building entrances.
- Key in your license number, select time, and pay. Coin, VISA, and MasterCard are accepted at all pay stations.
- Take your receipt; there is no need to display it on your vehicle dash. The pass is valid on all campuses for the day of purchase.

Accessible Parking and Spaces

If you have a handicapped placard, *parking is free in the marked handicapped spaces only*. If you park in a regular stall, you are expected to pay.

KPU Richmond - Parking



Registration Desk

The registration table is located on the second floor outside the Melville Centre for Dialogue. Staff and volunteers will be available during the event. If you have questions or require assistance with mobility and other access, including problems with space, sound, scent, or lighting, we can help.

Registration Hours

June 1, 8:00 a.m.-7:00 p.m.

June 2, 8:00 a.m.-5:00 p.m.

Wi-Fi

Wi-Fi services are available to KPU guests at the event. To gain access, you will be prompted to enter your phone number, after which you will receive a text message that contains a numeric code. Once you enter the code, access will be granted, and you will be able to enjoy the service for 24 hours. Following the expiry of the access period, you will be required to log in again. If you have any difficulties, our team is available to provide assistance.

Charging Stations

Charging stations are available.

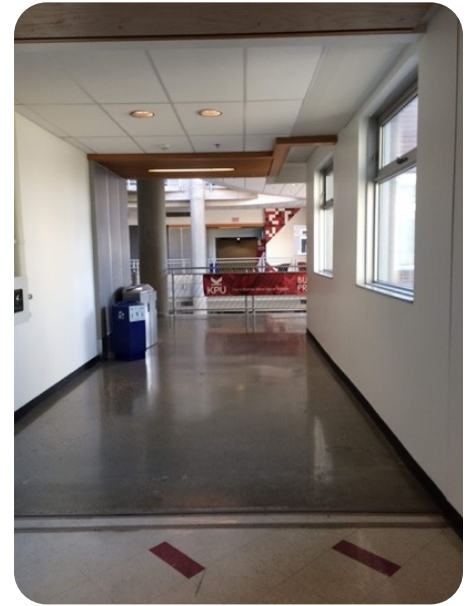
Universal and Barrier-Free Washrooms

Universal and barrier-free washrooms are located on the first floor near boardroom 1420 (see [First Floor Map](#)).



Flooring

The venue has laminate, tile, and concrete flooring. Please be careful when walking across areas where different types of flooring meet, as they may have different heights. Additionally, please note there is a slight incline at the entrance to the Melville Centre for Dialogue from the hallway, shown in the left photo.



Chairs

Standard seats across the campus are molded plastic chairs. Please let us know if you require another type of seating, and we will do our best to provide another option.



Lighting

The Melville Centre for Dialogue has natural light and tube fluorescent lighting on the ceiling and walls. The blinds can be adjusted to control the amount of light that enters the space. If you need a dimmer environment, please let us know.



SOCIAL EVENT

Join us for an informal social event on June 1 right after the sessions in the Melville Centre for Dialogue. Attendees will receive two complimentary drinks tickets and appetizers. Non-alcoholic beverages will also be provided. We offer complimentary \$20 taxi vouchers when you leave the social event.

Please do not drink and drive.

PUBLIC TRANSPORTATION AND DIRECTIONS

SkyTrain

The Richmond campus is located at 8771 Lansdowne Road, Richmond, just east of the Lansdowne Centre, less than 10 minutes' walk from TransLink's Lansdowne Station. SkyTrain lines, maps, and schedules are available on the [Skytrain website](#).

Bus

Every bus can hold up to two wheelchairs or mobility aids. However, not all bus stops are accessible. TransLink advises that guests plan ahead using its [Trip Planner tool](#) or by calling 604-953-3333 to find the nearest accessible bus stop.

To board the bus with your wheelchair or mobility aid, your dimensions should not exceed the following:

Length: 122 cm (48 in.)

Width: 61 cm (24 in.)

Weight: 273 kg (600 lbs.) (combined weight including the transit rider and mobility aid)

These dimensions include all add-ons such as bumpers, wheel bars, and baskets. Three-wheel scooters (in these dimensions) may fit, but some four-wheel scooters do not because of their wider turning radius.

Taxi Services

Richmond Taxi: 604-272-1111

Garden City Cabs: 604-233-1111

CONTACTS FOR WHEELCHAIR RENTAL AND REPAIR

101 Mobility (Richmond)

604-256-5575

www.101mobility.com

HME Home Health (Richmond)

604-821-0075

www.hmebc.com

OUT AND ABOUT IN RICHMOND

Airport

Vancouver International Airport is located on Sea Island in Richmond, serving the city of Vancouver and the Lower Mainland region. It is 12 km from Downtown Vancouver. You can find information on getting to and from YVR via its website: www.yvr.ca/en/passengers

Harbour Air Seaplanes

[Harbour Air](#) is a scheduled floatplane service, tour, and charter airline based in Richmond.

Car Rental

Richmond has several car rental companies, including [Enterprise](#), [AVIS](#), and [Hertz](#).

Hotels

As Richmond is an airport city, there are several hotels in the area. We recommend [La Quinta Inn by Wyndham](#) and [Four Points by Sheraton](#), which are both close to our venue.

Parking

Richmond has a mix of short- and long-term metered parking. Payment can be made by coins or by downloading the [PayByPhone app](#).

SkyTrain

SkyTrain is the medium-capacity rapid transit system in the Metro Vancouver Regional District. You can access the service by purchasing a ticket or loading a prepaid card. Simply tap the pad when you enter and exit. Maps and information are located [on the SkyTrain website](#).

Entertainment

- [Richmond Museum](#)
- [River Rock Casino and Show Theatre](#)

Shopping

- [IKEA Richmond](#)
- [Lansdowne Centre](#)
- [Designer Outlet Mall](#)

Restaurants

- [Flying Beaver Bar & Grill](#)
- [Shanghai River Restaurant](#)

CONTACT US

General questions
events@bccampus.ca

Christy Foote, events manager
cfoote@bccampus.ca

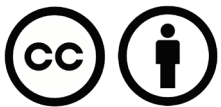
BCcampus support team
support@bccampus.ca

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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Educational Technology Users Group



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