



ATALM Disability Access Policy for Conferences and Events

PURPOSE

The Association of Tribal Archives, Libraries, and Museums (ATALM) is committed to hosting inclusive, accessible conferences and events that comply with the Americans with Disabilities Act (ADA). This policy outlines the reasonable accommodations ATALM provides, defines limits to avoid undue hardship, and establishes safeguards.

1. General Statement

ATALM strives to remove barriers to participation for individuals with disabilities, while operating within the budget constraints of a nonprofit organization. Reasonable accommodations will be made in good faith and in compliance with ADA regulations.

2. What ATALM Will Provide

- a. ADA-Compliant Venues
 - i. ATALM selects venues that meet ADA accessibility standards, including accessible entrances, restrooms, elevators, and event spaces.
- b. Accessible Seating and Materials (Upon request)
 - i. Reserved seating is provided in keynote and session rooms for wheelchair users and those requiring proximity.
 - ii. Written transcripts or handouts of select sessions may be available upon request.
- c. Support Person Access
 - i. One support person per attendee with a disability may receive complimentary registration when their presence is necessary for the attendee's participation.
 - ii. A completed Support Person Request Form is required at least 30 days in advance, outlining the specific assistance needed.
 - iii. Support person badges will clearly indicate limited access (i.e., not for professional participation).
 - iv. Support persons do not receive meals or conference materials.
 - v. ATALM reserves the right to deny requests that appear fraudulent or revoke access if misuse is discovered.
- d. Communication Access
 - i. Front-row seating for those who are deaf or hard of hearing.

- ii. ATALM will refer participants to local ASL or CART providers but does not cover the cost of those services.
 - iii. With advance notice, written versions of plenary remarks may be provided. (When available)
- e. Dietary Accommodations
 - i. With advance notice, ATALM will work with caterers to accommodate food allergies and dietary restrictions for registered attendees. Support persons must purchase meals separately.
- f. Advance Request for Accommodations
 - i. Participants must request accommodations through the registration form or by emailing <mailto:conference@atalm.org> at least 30 days before the event. Late requests may not be fulfilled.

3. What ATALM Cannot Provide

- a. Real-time ASL or CART interpretation services (unless funded externally)
- b. Mobility aids (e.g., scooters, wheelchairs)
- c. Medical or personal care attendants
- d. Accessible transportation to/from venues
- e. Meals or materials for non-paying support persons or aides

4. Service Animal Policy

- a. Permitted Animals
 - i. In compliance with the ADA, ATALM allows service animals that are individually trained to perform tasks for individuals with disabilities.
 - ii. Emotional support animals, therapy animals, or pets are not permitted under this policy.
 - iii. ATALM reserves the right to remove any animal that is disruptive, out of control, not housebroken, or poses a safety threat.
- b. Handler Responsibilities
 - i. Handlers must maintain full control of the service animal and are responsible for:
 1. Cleaning up after the animal
 2. Managing behavior (e.g., no barking, growling, or jumping)
 3. Ensuring the animal is leashed, harnessed, or tethered unless it interferes with the animal's task

5. Support Person Verification Procedures

- a. To protect resources and prevent misuse:

- i. All support person requests must be submitted 30 days in advance using ATALM's official form.
- ii. Only one support person per attendee is allowed unless otherwise justified.
- iii. ATALM may deny or revoke complimentary support registrations if the attendee does not require assistance, or if the aide participates in sessions beyond their support role.

6. Feedback and Policy Review

We welcome suggestions for improving accessibility. Comments may be sent to admin@atalm.org. This policy is reviewed annually to ensure continued ADA compliance and organizational sustainability.

7. Disclaimer

ATALM will make reasonable efforts to fulfill accommodation requests, but some services may be limited by costs, venue capabilities, or timing. We encourage early communication to allow for best possible support