

## Sample Accessible Meeting Notice

### Put Meeting Information and Location HERE

(Name of location) is accessible to persons with disabilities and persons who are wheelchair users. Assistive listening devices (ALD) are available upon advance request.

For individuals requiring an ALD or other accommodations, please contact (name of contact person at (xxx)-xxx-xxxx or [email@address.com](mailto:email@address.com)), **as early as possible** prior to the meeting to help us to ensure availability. Please understand that failure to provide adequate notice may result in accommodations not being available.

We would encourage you to visit the Center for Students with Disabilities website to review accessible parking and building (entrances, elevators, restrooms) information, which can be found at: [http://csd.uconn.edu/docs/campus\\_accessibility\\_map\\_07.pdf](http://csd.uconn.edu/docs/campus_accessibility_map_07.pdf) (parking information) and [http://csd.uconn.edu/building\\_accessibility.html](http://csd.uconn.edu/building_accessibility.html) (building information).

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