

# Annual Meeting and ErgoX Symposium

## Accessibility Features and Options

*HFES is committed to your meeting experience.*

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## **HFES Annual Meeting and ErgoX Symposium Accessibility Features and Options**

The Human Factors and Ergonomics Society is dedicated to creating a welcoming, inclusive and accessible environment for all meeting attendees to fully enjoy all aspects of the HFES Annual Meeting. At the time of registration, please indicate your needs in the Accessibility Needs section of the registration form. Once your registration is complete, a member of the staff will be in contact to obtain additional information. If you have already registered and then wish to request assistance, please contact [registration@meetingplanners.com](mailto:registration@meetingplanners.com).

We ask that all requests for accommodations be made as early as possible, and well in advance of the Annual Meeting so that we may best meet your needs. During the meeting, please visit the registration desk with any questions or concerns. We will meet onsite requests to the best of our ability; however, resources may be limited at that point.

The 2022 HFES Annual Meeting will take place October 10 - 14 at the Marriott Marquis Hotel in Atlanta, Georgia, USA. ErgoX takes place immediately following the Annual Meeting in the same meeting space and concludes on October 15.

## **Inclusivity Statement**

HFES is committed to creating an environment for meetings that embraces diversity through the inclusion of individuals reflective of characteristics across age, gender identity and expression, race, sex, religious and spiritual beliefs, nationality, ethnicity, cultural identity, physical ability, cognitive ability, marital status, sexual orientation, body shape or size, socioeconomic status, and other facets of social, institutional, and identity diversity. HFES strives to create an environment in which all members are welcome, valued, affirmed, and feel that they belong.

## **Accessibility and Inclusion Resources**

### **Accessible Features Available**

#### **Fragrance-Free Environment**

HFES requests that all participants refrain from wearing strong perfume, cologne, or other fragrances to promote a fragrance-free environment for the benefit of attendees with chemical sensitivities.

#### **Accessible Seating**

Chairs will be removed from front row seating for mobility assistive devices. The rows next to the areas with removed chairs are reserved for anyone who needs to be closer to the front, whether for mobility, auditory, sight, sensory, or other needs. Attendees are welcome to move, sit, lay down, and stand as necessary during sessions. Please do what your body needs you to do to ensure you can meaningfully participate in the meeting.

#### **Service Animals & Emotional Support Animals**

Service animals are welcome throughout the conference. The Marriott Marquis Atlanta exempts fees/restrictions for service animals. Trained emotional support animals are welcome and permitted by the hotel. Emotional support animal registration documentation is not required by HFES.

#### **Relief Areas**

No relief area inside of the hotel. Service and support animals must be taken outside for relief.

#### **Gender-Neutral Restrooms**

Gender-neutral restrooms are an important part of making the HFES Annual Meeting more inclusive. They have visual signage on or near the doors indicating “Gender-Neutral Restroom: All Genders Welcome.” Two gender-neutral restrooms will be available in the Marriott Marquis Hotel on the Atrium level, across from the elevators, closest to the restaurants.

Accessible bathroom stalls meet ADA guidelines with regards to dimensions.

# HFES Annual Meeting and ErgoX Symposium Accessibility Features and Options

## Quiet/Contemplation Room

During the Annual Meeting, HFES will provide a place to break from the noise and stimuli of the meeting. Persons who desire a place to relax may visit the HFES Quiet Room located on the 9<sup>th</sup> floor. The room number will be printed in the meeting program/app. The Quiet Room will be open the following hours:

- Monday, October 10, Noon – 6:00 p.m.
- Tuesday, October 11, 9:00 a.m. – 6:00 p.m.
- Wednesday, October 12, 9:00 a.m. – 6:00 p.m.
- Thursday, October 13, 9:00 a.m. – 6:00 p.m.
- Friday, October 14, 9:00 a.m. – 1:00 p.m.

While the room is available to multiple attendees at one time, please do not use the Quiet Room as a private meeting room. If you receive a call or have a digital meeting to attend, please exit the room to ensure the space remains available as a quiet retreat for fellow attendees. Limited comfortable seating including sofa and chairs is provided.

## Lactation/Nursing Room

HFES will provide a private lactation room and refrigerator for nursing parents. Please label your container(s) with the supplies provided. If you require use of this room, please go to the meeting registration desk to request information on where to find the room.

## Childcare Services

Babysitting/childcare services may be arranged with the hotel.

## Mental Health and Substance Abuse Hotline

When in Atlanta, individuals with a need for intervention and assistance with mental health/suicide and/or substance abuse issues can telephone (800) 273-TALK or (800) SUICIDE or visit <https://namiga.org/crisis-info/>. This is a free service.

## Accommodation Requests

HFES strives to honor accommodation requests for anyone attending the Annual Meeting. During the registration process, please indicate any support necessary for you to participate. An outline of resources available is provided below. For anything not listed, or if you have any questions, you can email the HFES Meetings Team at [info@hfes.org](mailto:info@hfes.org).

# **HFES Annual Meeting and ErgoX Symposium Accessibility Features and Options**

## **Registration Assistance**

We will provide registration assistance services for anyone upon request. Additionally, we will fully complete registration for individuals via telephone or another communication method should they have any need in this regard. Please contact us at [registration@meetingplanners.com](mailto:registration@meetingplanners.com).

## **Hotel Disability Accommodations**

If you require ADA-compliant accommodations, please mark the box on the hotel registration site. Rooms in the HFES room block may be reserved online via this site: [HFES Hotel Online Reservations](#). Optionally, you may telephone Marriott reservations at: (404) 521-0000.

## **On-Site Personal Assistance**

Upon request, HFES may assist participants including, but not limited to the following:

### **Sighted Guide or Mobility Assistance**

There will be hotel staff and HFES student volunteers who can orient you and direct you around the meeting space in the hotel. Attendees who need a sighted guide or other mobility assistance to navigate the Annual Meeting should indicate this request on the meeting registration form; alternatively, they may indicate requests by emailing our meeting registrar at [registration@meetingplanners.com](mailto:registration@meetingplanners.com).

### **Reader/Note Taker**

Student volunteers may attend the session and sit with you while capturing presentation notes or, if you desire anonymity, notes will be taken and left for pick up at the meeting registration desk.

### **Aides/Caretakers**

HFES welcomes those providing assistance to disabled people during the 66<sup>th</sup> International Annual Meeting. Aides and caretakers are individuals who are at the meeting to assist with childcare or those with access needs. There is no fee related to their presence at the meeting. Please let us know through the accessibility needs/accommodation requests form whether you will have an attending aide or caretaker at the meeting so that a name badge may be ready for them upon your check-in at the HFES registration desk.

# **HFES Annual Meeting and ErgoX Symposium Accessibility Features and Options**

## **Assistive Devices**

### **Wheelchair and Scooter Rentals**

HFES is committed to making the meeting accessible and welcoming to all attendees. Wheelchair and scooter rentals are available (at the sole expense of the attendee) and can be ordered in advance through Atlanta Scooter Rentals. For more information and to rent a scooter or wheelchair, telephone Atlanta Scooter Rentals at (770) 309-3699.

## **Meeting Engagement Accommodations**

### **Presenter Wheelchair Ramps/Lifts**

If you will be presenting or speaking at an education session while at the 66<sup>th</sup> International Annual Meeting and require a ramp or wheelchair lift to assist you onto a riser or stage, please contact us no later than August 30 at [laurie@meetingplanners.com](mailto:laurie@meetingplanners.com).

### **ASL Interpreter Services**

HFES will provide interpreter services for attendees who request ASL interpretation in advance of the meeting. To request interpreter service, contact us at [info@hfes.org](mailto:info@hfes.org) no later than September 9 to provide us sufficient time to arrange for appropriate interpreters. If members inform us about their anticipated attendance at particular sessions, we will coordinate with presenters and session presiders to secure advance copies of papers for interpreters.

### **CART Captioning Services**

HFES will provide interpreter services for attendees who request CART captioning in advance of the meeting. To request captioning service, contact us at [info@hfes.org](mailto:info@hfes.org) no later than September 9 to provide us sufficient time to arrange for appropriate captioners. If members inform us about their anticipated attendance at particular sessions, we will coordinate with presenters and session presiders to secure advance copies of papers for captioners.

# HFES Annual Meeting and ErgoX Symposium Accessibility Features and Options

## Career Fair Accessibility

HFES is committed to maximizing accessibility for employers and job seekers who are making use of the Career Fair. We can arrange for a quiet booth to minimize noise or distraction from adjacent booths or may be able to arrange for a private interview room if space is available. If you need a quiet room or have other accessibility needs, please contact [laurie@meetingplanners.com](mailto:laurie@meetingplanners.com) as soon as possible so that we can adequately accommodate you. On-site requests may be more difficult to accommodate.

## Contact List

1. [info@hfes.org](mailto:info@hfes.org)
  - a. General Accommodation Requests
  - b. ASL Interpreter Services
  - c. CART Captioner Services
2. [registration@meetingplanners.com](mailto:registration@meetingplanners.com)
  - a. Registration Assistance
  - b. Sighted Guide or Mobility Assistance
3. [laurie@meetingplanners.com](mailto:laurie@meetingplanners.com)
  - a. Presenter Wheelchair Ramps/Lifts
  - b. Career Fair Accessibility

## Deadlines

- August 30
  - Presenter Wheelchair Ramps/Lifts
- September 9
  - ASL Interpreter Services
  - CART Captioning Services