

Hosting Local ADA Audio Conferences

Opportunity for Funding

ADA-Indiana, Indiana's State Steering Committee for the Americans with Disabilities Act, is pleased to announce that funding is available for community organizations in Indiana to host a monthly series of ADA Audio Conferences.

The ADA Audio Conferences present easy-to-attend, consistent training, and public awareness around implementation of the Americans with Disabilities Act. Topics vary from employment to accessible design to discussion of recent Supreme Court and other legal cases. National guest speakers make presentations each month. The 90-minute audio conferences are usually held on the third Tuesdays of each month from 2:00 until 3:30 p.m. (Eastern Time Zone). The 2011-12 audio conference series will begin in October 2011 and continue through September 2012.

Funding is available for a one-year period, from October 2011 through September 2012, provided the host site meets the support criteria established by ADA-Indiana. Normally, sites may have to pay up to \$420 without ADA-Indiana support. A copy of ADA-Indiana's Audio Conference Support Criteria is enclosed in this packet, as well as a list of this past year's programs.

For the 2011-2012 Audio Conference season, ADA-Indiana is interested in sponsoring up to twelve site locations in Indiana depending on funding. Eligible applicants include Centers for Independent Living, United Ways, Step Ahead Councils, local government, schools, Chambers of Commerce, advocacy organizations, institutions of higher education, local businesses, and other community organizations.

Organizations wishing to be considered as a local host site for the 2011-12 ADA Audio Conferences should submit a **Letter of Intent** postmarked by **Friday, October 7th**. The **Letter of Intent** should be no longer than two pages, and include the following:

- * Description of your site and evidence that it is ADA-accessible
- * Description of the audience(s) you believe you will attract and how you will attract them
- * Description of your media and publicity contacts
- * Verification that you will comply with the Audio Conference policies
- * Verification of agency support; signature of chief operating officer.

For further information about this program, contact Sharon Hauss, Training Coordinator for ADA-Indiana, at 812-855-6508 or email at adainfo@indiana.edu.

Send Letter of Intent to:

Sharon Hauss, ADA-Indiana
c/o Indiana Institute on Disability and Community
2853 East Tenth Street
Bloomington, IN 47408-2696
FAX: 812-855-9630
EMAIL: adainfo@indiana.org

ADA-Indiana Sponsorship of ADA Audio Conference Sites ***Policies for Site Sponsorship***

1. ADA-Indiana sponsors ADA Audio Conference sites in various cities and towns across Indiana, as funds permit.
2. Sponsorship from ADA-Indiana includes:
 - a. Payment of the sponsored site's registration fees for 12 monthly sessions for a period of one year, providing the local site meets ADA-Indiana criteria (see #4 below.)
 - b. Preparation of advertising flyers for sponsored sites, distribution of press releases and PSA's to local media, and other direct assistance to the site coordinator.
 - c. Provision of audio conference materials in electronic format, for printing or for use as an accommodation if requested.
 - d. Access to live captioning for each session, for use as an accommodation.
3. Sponsored sites are responsible for the following:
 - a. Identification of an ongoing site coordinator and assuring that the coordinator (or a knowledgeable substitute) is present at each Audio Conference to greet guests and coordinate the audio conference.
 - b. Provision of a speaker-phone for each session. Sites are connected to the Audio Conferences via a toll-free 800-number. (If a local site wishes to use the streaming audio service, the site sponsor is responsible for providing an Internet connection, a computer, and equipment for projecting sound for the group participants.)
 - c. Provision and cost of any reasonable accommodations requested by local participants (other than the electronic materials and access to live captioning provided above). Examples of accommodations that the local site could be responsible for include ASL interpreters, large print or Braille copies of materials, among others.
 - d. Local and timely publicity each month, using ADA-Indiana's camera-ready originals and/or locally-designed materials. Also, personal contacts with local newspaper and radio stations to follow-up on ADA-Indiana's press releases and PSA's.
 - e. Submission of participant data to ADA-Indiana (numbers and types of local participants) within two days of each month's Audio Conference.
 - f. Completion of the online evaluation form provided by the Great Lakes ADA Center within two days of each month's Audio Conference (the URL will be provided by ADA-Indiana).
 - g. Identification of alternative funds once the one-year sponsorship period ends.
4. Sponsorship of local sites will be reviewed by ADA-Indiana for continuation, based on these criteria:
 - a. Attendance: including number and types of participants in addition to the site's staff, and/or a pattern of improved participation.
 - b. Effective and timely local publicity and outreach about the Audio Conferences.
 - c. Timely and complete submission of monthly data.
5. At the end of the one-year sponsorship period, a site may petition for continued ADA-Indiana funding. Justification for additional funding should address the following:
 - a. Reason(s) why continued funding is necessary.
 - b. Evidence of steady and/or improved participation and local publicity.
 - c. Any other supportive information as to why sponsorship of the site should continue into an additional year.