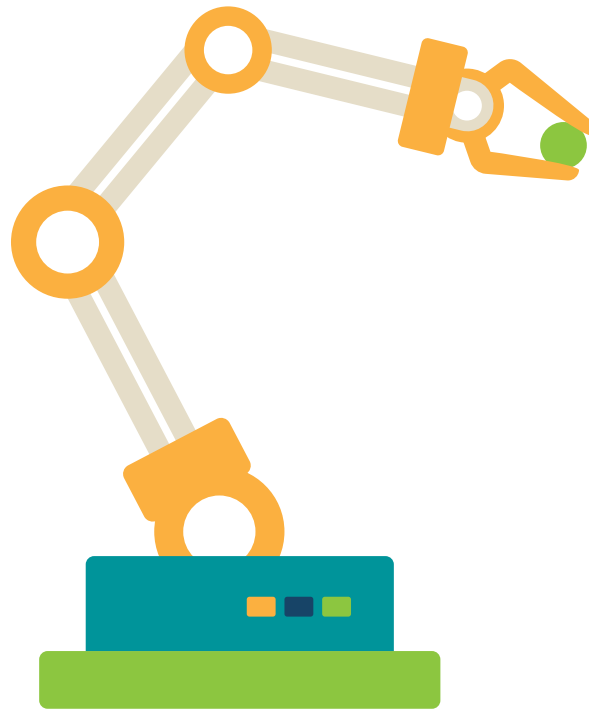


ETUG Spring Workshop 2025

Accessibility and Inclusion Package



ETUG Spring Workshop

May 22 & 23, 2025

University of British Columbia, Ponderosa Commons Building
6445 University Blvd, Vancouver, B.C.



BCcampus
Learning. Doing. Leading.

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Introduction

Welcome to the ETUG Spring 2025 Workshop, Show Me How You Did It: Getting Back to Hands-On in EdTech.

This document aims to provide you with important details about accessibility, inclusion, and our venue. If you have questions, please contact us at events@bccampus.ca. We are committed to ensuring your experience is enjoyable and accessible.

Accessible Practices and Procedures

Accessibility Requests

We personally manage each request and work directly with you to ensure your specific needs are met. If you have any requirements or preferences, you can share them in the registration form or contact us directly and we will be in touch.

Registration Desk

The registration desk will be located just outside the Ponderosa Commons Ballroom.

Registration hours on both days are: 7:30 a.m. - 4:00 p.m.

Text for Service

We understand that sometimes it's not easy to flag down event staff or ask for assistance in a crowded room, so we have introduced our convenient and discreet 'Text for Service' feature. For your comfort and convenience, simply send a text to Christy Foote, events manager, at 778-999-0310 with your request, and our event team will discreetly handle your needs. Whether it's a question, a special request, or assistance of any kind, we're here to make your experience seamless and stress-free. Your comfort is our priority, so feel free to text us anytime during the event, and we'll take care of the rest!

Safety, Security, and Emergency Procedures

UBC Campus Security: 604-822-2222 includes all non-emergency first aid.

Campus Blue Phones: [Blue Phones](#) are strategically located throughout campus and offer an immediate connection to Campus Security, if needed.

UBC Campus Security: 778-782-4500 and 911

If you have restricted mobility and have notified us, a dedicated staff member will be assigned to assist you in case of evacuation. You will be introduced to this person when you pick up your attendee badge.



Seating

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



Neuroinclusivity

At our events we strive for neuroinclusivity by creating an environment that supports individuals with diverse neurological needs. This includes assistance with registration, personal venue tours, a buddy system during the event, sensory-friendly meals, and quiet spaces. Please let us know if there is anything we can do to support you.

Sensory Bags

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

Fidget Toys

In the meeting area itself, you will find a small basket of fidget toys on the tables. Free to play and fidget, but please leave them behind for the next fidgeter.

Quiet Room

We offer a designated quiet room designed to provide a peaceful and quiet environment for attendees seeking 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 maximize your learning and networking opportunities. Please note that the quiet room is not intended for conversations or meetings but rather as a space to take a break and recharge.

Location: Room 1305 just outside the Pondarosa Ballroom

Sights, Sounds and Engagement

UBC is a bustling campus with many buildings and people. You will encounter high traffic areas and activity and potentially loud noises as you navigate to the venue.

Our event space is located on the lower level of the Ponderosa Commons building which offers a quieter environment, though students and staff will be passing through this floor. Our venue room will generally be quiet, with attendees seated and listening to presentations, but there may be occasional movement within the space.

ETUG's spring event will include 10–30 minute sessions. On day two of the event, we will ask attendees to join a table talk group session. We will also offer an interactive media lab tour as well as a demonstration display area where you can tour the demonstrations at your own pace.

Screen presentations are presented from a podium with a microphone. Please refer to the schedule for session descriptions to stay informed.

Calming Areas

The Ponderosa Commons building has various seating throughout the common space. Often you can find a quiet space where these seats are located. There are a number of forested areas close to our venue space for quiet walks. Please check in with event staff for directions and assistance if you require help.

Visual or Hearing Supports

Alternative Formats

We are dedicated to ensuring our information is accessible to everyone, and we understand you may require alternative formats to standard print. 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.

Computer-Assisted Real-Time Translation and American Sign Language

We provide sign-language interpreting (American Sign Language) or computer-assisted real-time translation (CART) on request. All recordings include captioning. Please let us know when you register if you require either of these accommodations.

Assistive Devices

Many attendees use personal assistive devices to aid them in their daily lives, including communication, cognition, personal mobility, and medical aids. We work 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 public address system or speakers to help facilitate clear and accessible communication.

Other Supports

Support Persons

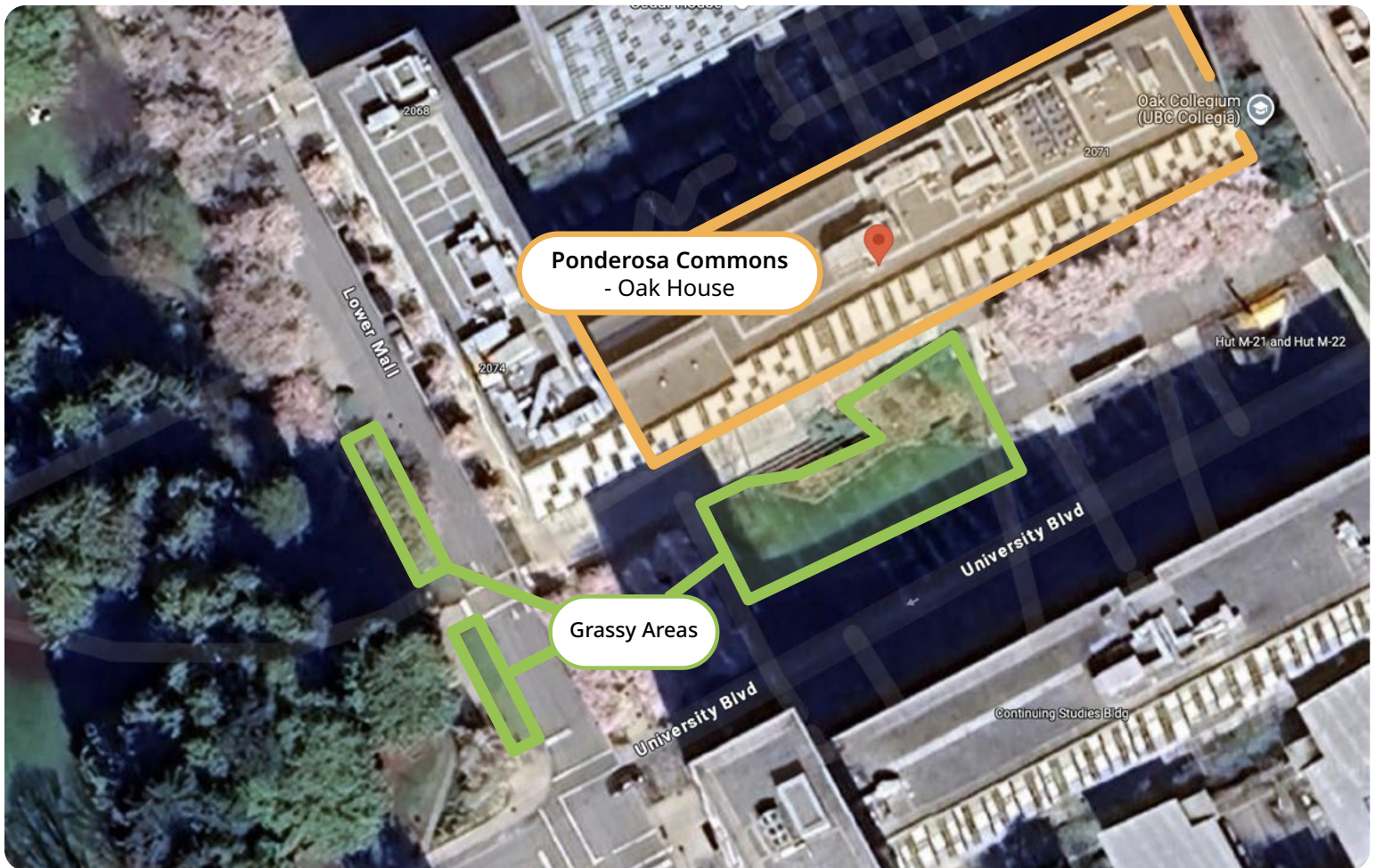
We recognize individuals with disabilities may require a support person to assist with communication, mobility, personal care, or medical needs. Attendees with disabilities are welcome to bring a support person to our events. The support person can be a paid professional, volunteer, family member, or friend, and no special training or qualifications are required. There is no fee for the support person, as they are sponsored by BCcampus. To help us accommodate catering needs, please inform us during registration if you will be bringing a support person.

If you do not have a support person but require extra assistance, volunteers and event staff will be available to assist during the event.

Service Animals

Service animals are essential for some individuals with disabilities, such as guide 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.

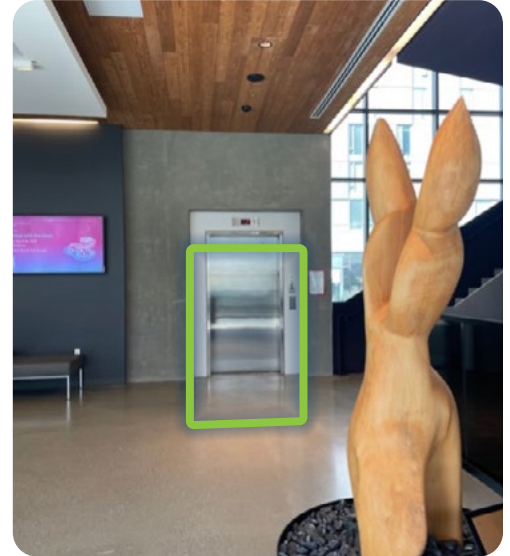
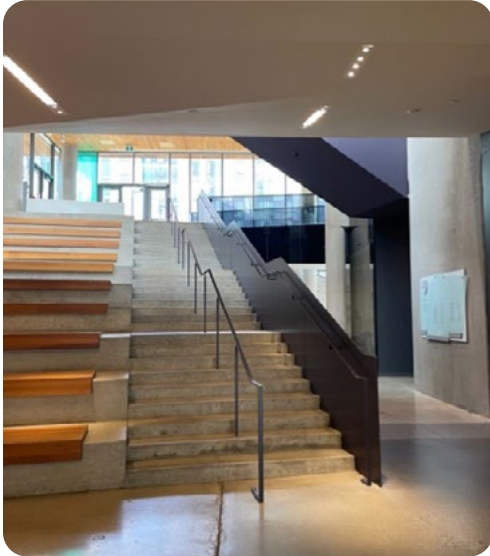
UBC is situated on the endowment lands which provides ample areas for dog potty breaks. The closest patch of grass is just outside the main entrance to the Ponderosa Commons building.



Venue Information

The Ponderosa Commons North's main entry is off University Boulevard. This is the easiest way to access our venue space.

The Ponderosa Commons building has multiple levels. Our event will take place on the lower level of the building. There are a large set of stairs or an elevator just to the left of the entry. If you use a mobility device, there is a slight inclined ramp to reach the elevator.



Washrooms

Universal washrooms are on the lower level just outside of our event space. They are wheelchair accessible.



Floors

The Ponderosa Commons building has a couple of types of flooring: concrete and low-pile carpet. If you are using a mobility device please be aware of where these floorings meet. There is a difference in height and may be hard to navigate with a mobility device.



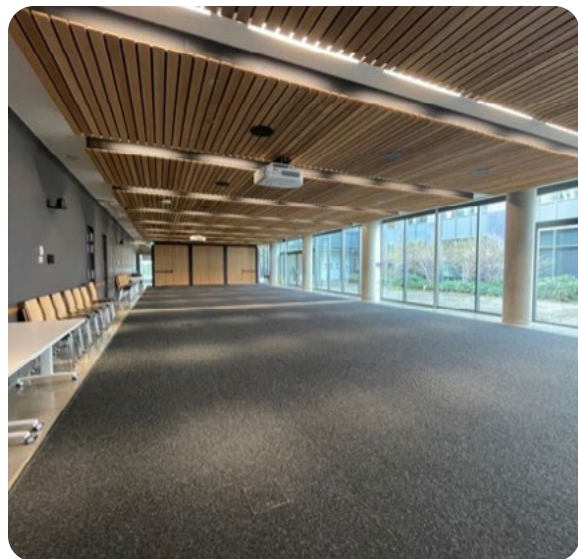
Chairs

Our venue space has wood laminate molded chairs. They are not on wheels and do not have arm rests. These may be difficult to move as they are on carpet.



Light

Our venue space has an abundance of natural light, however blinds will be partially closed when there are screen presentations. There is also recessed fluorescent lighting along with recessed pot lights.

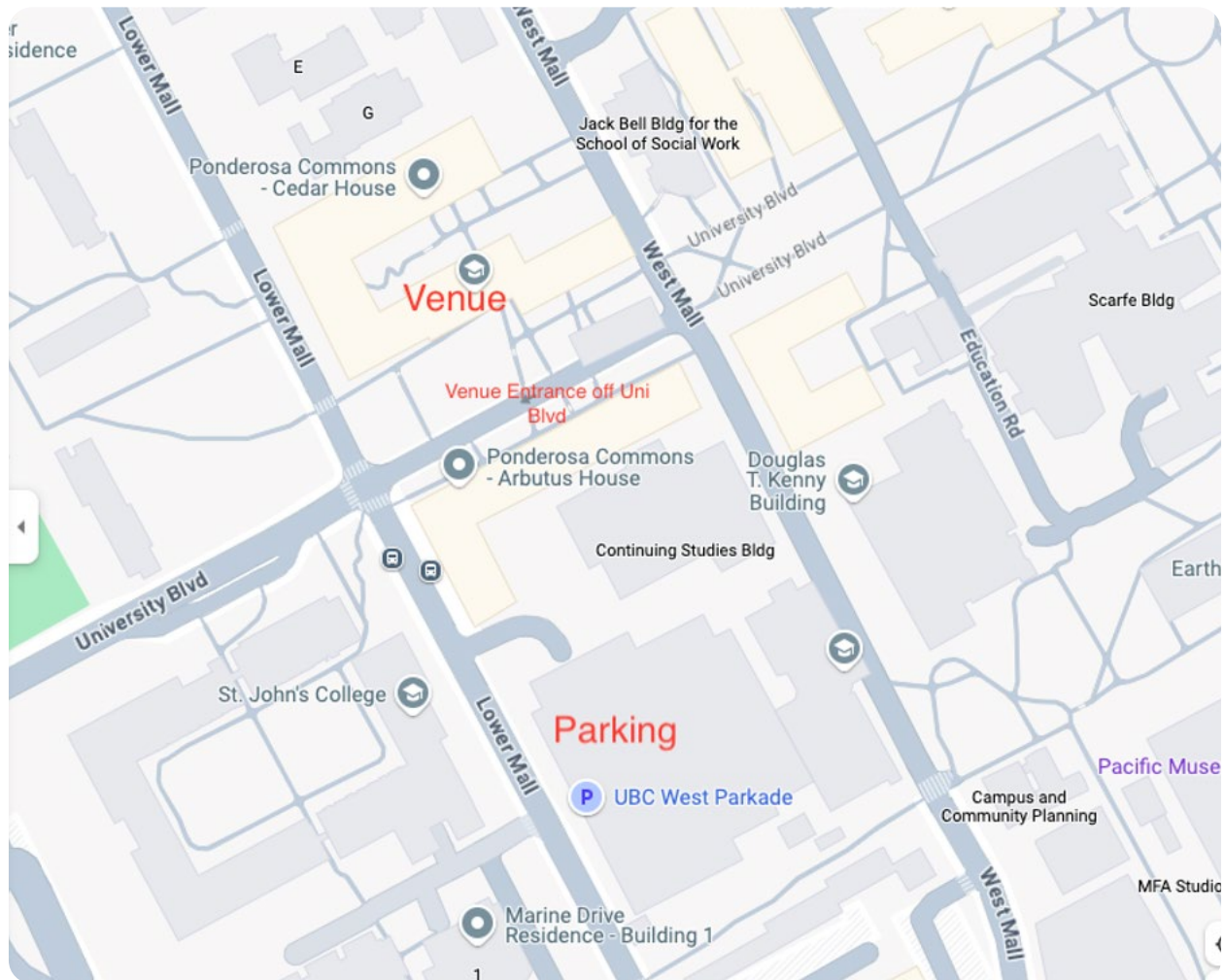


Off-site Events

ETUG's Spring Workshop includes three off-site events: two studio tours and a social event. Attendees will be given the choice to attend one of the tours as they are happening concurrently. These tours and the social event are located in other buildings on campus. If you have mobility requirements, please notify staff and we can discuss options and assist in getting you to the location of these off-site events.

Parking

There is no parking at the Ponderosa Commons building. The closest parking lot to our venue space is the West Parkade located at 2140 Lower Mall road. If you have a SPARC hanger, there are dedicated accessible parking spots available in this lot. UBC and surrounding areas are all paid parking. Please visit the [UBC Parking Information](#) for details on parking location and rates. If you require assistance travelling from the parkade to the venue, please let us know and we can assist you.



UBC Accessibility Shuttle

UBC offers an accessibility shuttle. This shuttle is free and will help you get around the campus along designated routes. Please visit the [UBC Accessibility Shuttle](#) website for information on this service.

Taxi Services

Yellow Cab

604-681-1111

Black Top and Checker Cabs

604-731-1111

Wheelchair Information

Wheelchair rental and repair:

- [Macdonald's Home Health Care](#) 604-872-5496
- **Wheelin' Mobility:** Office: 604-200-0119 extension 901 | Cell: 778-654-7792
- [Advanced Mobility](#) 604-293-0002

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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