

# Fourth Annual Accessibility Forum

Hosted at the National Institutes of Health (NIH) Main  
Campus

Tuesday, October 11, 2016

Bethesda, Maryland

## Call for Participants!

You are cordially invited to participate at this year's Interagency Accessibility Forum to be held on Tuesday, October 11, 2016, at the Natcher Conference Center, National Institutes of Health Main Campus, in Bethesda Maryland. This annual forum focuses on Section 508 and accessible information and communication technology (ICT) and brings together hundreds of individuals and groups from many federal agencies and industry with varying experiences, needs and interests in this area.

*We are seeking federal employees and contractors to submit an application for workshops, exhibits, videos and more that will educate accessibility stakeholders.*

General Session information:

- **The Target Audience** includes persons who have varying levels of knowledge in integrating accessibility into all types of technology in the workplace.
- **Sessions** need to represent a variety of Section 508/Accessibility areas.
- **Workshops** should demonstrate methods, strategies and best practices that improve the accessibility of information and communication technology (ICT), as well as promote accessibility for all persons.
- **Session proposals** should focus on activities that promote skill development, practical application, lessons learned, best practices, and data-driven strategies and programs.

Interested parties should fully complete and return the included workshop application **no later than August 5, 2016; please contact planning committee members listed below if you will have difficulty meeting the deadline.** Please feel free to forward this information to others who may be interested in presenting.

Please return completed applications to: Cynthia Clinton-Brown [cynthia.clinton-brown@hq.dhs.gov](mailto:cynthia.clinton-brown@hq.dhs.gov)  
and Morin, Gary (NIH/OD) [E] [moring@mail.nih.gov](mailto:moring@mail.nih.gov)

**Contact:** [A11y@hhs.gov](mailto:A11y@hhs.gov) with any questions.

## For ideas of Workshops to propose for this year, consider what last year's Forum Included:

---

- [How to Measure Your Agency's 508 Program](#)
- Integrating 508 into the Development Lifecycle
- [Successful Requirements Gathering – Part 1](#)
- [Successful Requirements Gathering – Part 2](#)
- [The Trusted Tester: Implementation in Agencies Beyond DHS](#)
- [AED-COP: Making an Accessible Document in Word 2010](#)
  - Handout: [Checklist](#)
  - Handout: [Example](#)
- [FOIA, Section 508, and Posting Records Online](#)
- [GSA Section 508 Program Overview](#)
- [Integrating Accessibility into Contracts for Services with Vendors](#)
- Accessibility of Social Media
- [Making an Accessible Document in PDF](#)
  - Handout: [Checklist](#)
  - Handout: [Example](#)
- [Developing an Effective 508 Program](#)
- [Using the BuyAccessible Tools and Website](#)
- [18F at GSA – Delivery is the Strategy](#)
- [508 Film Festival Schedule](#)
- [Exhibitor List](#)



**Fourth Annual Federal Accessibility Forum**  
**HHS Interagency Section 508 Forum**  
**Hosted by Department of Health & Human Services**  
**Tuesday, October 11, 2016**  
**National Institutes of Health Main Campus**  
**Bethesda Maryland**



**Participant Application Form**

Please fill out one form per workshop submission. Applications must be returned to Cynthia Clinton-Brown [cynthia.clinton-brown@hq.dhs.gov](mailto:cynthia.clinton-brown@hq.dhs.gov) and Morin, Gary (NIH/OD) [E] [moring@mail.nih.gov](mailto:moring@mail.nih.gov)

**NO LATER THAN August 5, 2016.**

**Title of workshop** [Provide a snappy title that catches the attention of participants and identifies the primary focus of the workshop.]

**Workshop description** [Provide a clear, concise, accurate description of the workshop as it will appear in the program.]

Please indicate the target audience, presentation type and skill level for the workshop by checking the checkboxes or radio buttons.

Target Audience	Presentation Type	Skill Level
Section 508 Coordinators	Lecture	Beginner
Web Masters	Tips and Tricks	Intermediate
Multimedia Producers	Discussion Panel	Advanced
Acquisitions and Procurement	Demonstration	Open to All
Contract Management		
General		
Other		

**Length of session:**      60 minutes (one session)      2 hours (two sessions)

**Presenter (Primary contact for all conference-related correspondence):**

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Co-Presenter (if applicable):**

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Co-Presenter (if applicable):**

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please attach additional pages as need to provide information on additional co-presenters.

**Describe your method of presentation.** Please describe any activities that will be used in the presentation. The activity will not be listed in the program, but will assist with selection of workshops. Preference will be given to presentations that are interactive and skill-based in nature (i.e., participants will be asked to complete a plan for the integration of and transition to the new Section 508 Standards, group activity to discuss potential steps to implement 'x, y, z program' at their home agency), or that present new research relevant to the field of accessible technology, such as webinar platforms or assistive technology, such as captioning and audio-description.

**Please list at least two clear and measurable learning objectives.** Describe the measurable skills, knowledge and/or new capacity the participant will gain as a result of workshop.

**Room needs/Other needs-** Rooms will have a speaker's table and will be set in classroom or theater style unless a special set-up is required.

**Audio/Visual Needs:**

Please indicate what equipment is needed by checking the checkboxes. Please also indicate if more than 1 of the same equipment is needed. **Laptops are NOT provided.**

**Equipment Needed**

LCD Projector

Screen

Microphone

Wi-Fi

Speakers (for Laptop)

Flip Chart and Pens

DVD Player & Monitor/Television

Other: \_\_\_\_\_

**Please note that all audiovisual aids, e.g., slides, videos, etc. that will be used for presentations and workshops must be Section 508 conformant and accessible. Please submit a copy of these materials to the Accessibility Forum Planning Group ([a11y@hhs.gov](mailto:a11y@hhs.gov)) no later than Friday September 16, 2016, so that they can be posted and made available to attendees.**