BE IT RESOLVED, That the Task Force on Member Benefits for Disabled Lawyers be continued:

1. to provide leadership in coordinating Association compliance with the Americans with Disabilities Act;
2. to assist in acquiring information concerning members with disabilities and identifying the specific needs of disabled members so that the Association's programs, member benefits, products and services can be adapted or supplemented to serve the needs of members with disabilities;
3. to provide expertise and assistance to all Association entities with respect to methods for making ABA activities and benefits accessible to members with disabilities;
4. to facilitate outreach, as appropriate, to bar associations and other professional associations; and
5. to assist the Board of Governors in implementing guidelines as the Board may adopt.
The Americans with Disabilities Act of 1990 (ADA) strengthens and expands federal prohibitions against discrimination on the basis of "disability." The American Bar Association (ABA) endorsed the ADA and signified the ABA's commitment to the Act's principles by adopting House Resolution #102 in February 1991. House Resolution #102 committed the ABA to "providing the benefits of membership to its disabled members to the maximum extent feasible." The resolution also specifically called for the creation of a Task Force to develop guidelines for implementing the stated policy. The Task Force on Member Benefits for Disabled Lawyers was thus created in April 1991.

The Task Force, together with a staff working group of representatives from relevant ABA segments, has completed its study of benefits, services, and activities available to ABA members and has developed specific guidelines and recommendations for removal or amelioration of barriers to access to these benefits for members with disabilities. Formal adoption of the Task Force's guidelines and recommendations will make the ABA the national leader in eliminating discrimination against people with disabilities. The ABA's adoption of the Task Force guidelines and recommendations will also serve as a standard and model for other organizations to follow, as the ABA's work in other areas has demonstrated in the past.

The timing of the Task Force's work and the ABA's adoption of the Task Force's guidelines and recommendations is opportune. The first major phase of the ADA went into effect on January 26, 1992, and the second major part became effective on July 26, 1992. The Task Force's guidelines and recommendations cover areas to which the ADA applies, as well as other areas to which the ADA does not apply, so as to satisfy both the ADA's requirements and the ABA's dedication to providing equal access to, and full participation, in the benefits of ABA membership.

The Task Force's guidelines and recommendations were developed by its subcommittees and were approved by the full Task Force. They are divided into the following categories: General; Meetings and Travel; Member Benefits; Professional Education; and Publications. The guidelines and recommendations are set forth in full in the Report.

Adoption and implementation of the Task Force's guidelines and recommendations would help the ABA better serve lawyers with disabilities and would also help highlight the ongoing efforts of various ABA entities to play an active role in the implementation of the Americans with Disabilities Act.
In view of the foregoing, the Task Force on Member Benefits for Disabled Lawyers requests the House of Delegates to continue the Task Force to promote Association compliance with the ADA and to assist the Board of Governors in implementing guidelines, as the Board may adopt, for improving the Accessibility of ABA member benefits, programs, products and services.

Respectfully submitted,

Robert L. Geltzer
Chairperson

August, 1992

1 As defined in the ADA.
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In accordance with American Bar Association (ABA) House of Delegates Resolution #102, adopted at the February 1991 Midyear Meeting, the Task Force on Member Benefits for Disabled Lawyers respectfully submits these guidelines and recommendations toward the goal of ensuring that all the benefits of ABA membership, to the maximum extent feasible, are available to members with disabilities.

House Resolution #102 states:

Be it resolved, that the American Bar Association is committed to providing the benefits of membership to its disabled members to the maximum extent feasible.

The Task Force was created in April 1991 to develop specific guidelines to implement the above Association policy. With Robert L. Geitz as Chair, the Task Force, and a special staff working group, have studied the various benefits, services, and activities available to members; identified barriers to access for members with disabilities; and developed recommendations for removal or amelioration of these barriers. The Task Force began outreach efforts to disability organizations, seeking information and assistance to understand better the barriers facing members with disabilities, and to develop cost-effective solutions. The Task Force especially wishes to recognize and thank Stephen Speicher, President of the American Blind Lawyers Association, for his contributions.

The Task Force began its work at a propitious moment. The landmark Americans with Disabilities Act (the Act), whose major phases took effect January 26 and July 26, 1992, strengthens and expands federal prohibitions against discrimination on the basis of disability. The ABA endorsed the Americans with Disabilities Act, and signified its commitment to the Act's principles with the Association's adoption of House Resolution #102. This Resolution, the creation of the Task Force, and most especially the development of specific recommendations and guidelines, makes the ABA a national leader in eliminating discrimination against persons with disabilities. It is fervently hoped that, as the ABA has done in other areas, its work will serve as a standard and model for other organizations to follow.

The guidelines and recommendations were developed by subcommittees of the Task Force and approved by the full Task Force. They are divided into the following sections: General Guidelines and Recommendations, Meetings and Travel, Member Benefits, Professional Education, and Publications.

Each section contains an introduction, followed by specific guidelines and recommendations. Certain guidelines and recommendations contain explanations.
II. GENERAL GUIDELINES AND RECOMMENDATIONS

Introduction

It is critical to secure sufficient, permanently available funds so that the ABA can implement the Task Force recommendations, and avoid charging, or disproportionately distributing, the costs of implementing the recommendations to ABA sections, commissions, or other entities.

A. RE: APPORTIONING THE COSTS OF ACCESSIBILITY. THE TASK FORCE
RECOMMENDS THAT THE ABA:

1. Identify and inquire of national organizations, clearinghouses, technical assistance centers, and other entities (e.g., other professional and voluntary associations, disability organizations) concerning the resources that they provide or receive to implement the Act cost-effectively.

2. Identify and inquire of the American Association of Law Schools, ABA, and other higher education associations or entities to determine what activities they have undertaken to accommodate, on a cost-effective basis, students and other persons with disabilities.

3. Identify and train a person within the ABA to assist ABA entities in finding resources for providing auxiliary aids and services for members with disabilities, and for producing alternative formats for publications. Organizations that can provide assistance include, but are not limited to, those listed in the Appendix to this Report.

4. Establish mechanisms for coordination allowing ABA entities to share resources, accommodations, and solutions to barriers facing members with disabilities. Identify necessary staff assistance.

5. Comply with the Act, not charge ABA members with disabilities for auxiliary aids and services. Such costs should be spread among all ABA members.

B. RE: PUBLICIZING THE TASK FORCE GUIDELINES. THE TASK FORCE
RECOMMENDS THAT THE ABA:

1. Publicize the Task Force recommendations in all appropriate ABA publications, media and other documents.
2. Share the Task Force recommendations with all appropriate associations and organizations, including legal organizations that provide professional education to lawyers or law students such as: state bar associations, private bar associations, American Association of Law Schools, National Conference of Bar Presidents, National Association of Bar Executives, National Conference of Bar Foundations, National Judicial College, and state judicial educational programs.

3. Urge that the ABA Center for Partnership Programs focus, as soon as practicable, on the issues of making preservice and continuing legal education available to law students and lawyers with disabilities.

4. Urge other legal organizations to adopt the Task Force recommendations.

5. Urge ABA members who belong to other legal organizations to undertake the steps necessary to ensure that those organizations adopt the Task Force recommendations, as may be adapted to accommodate their local needs.

C. RE: COMPLIANCE WITH TASK FORCE GUIDELINES AND RECOMMENDATIONS. THE TASK FORCE RECOMMENDS THAT THE ABA:

1. Provide training and technical assistance/consultation to ABA staff and members with respect to methods for making ABA activities and benefits accessible to members with disabilities. Other legal organizations should be invited to attend any formal training sessions provided to the staff and ABA members.

2. Require every ABA entity to provide on all event, function, and meeting applications a place to indicate the attendees' need for auxiliary aids and services, and reasonable accommodations.

3. Require every ABA entity to provide auxiliary aids and services, and reasonable accommodations to members with disabilities to the maximum extent feasible.

Two sample applications forms, one for a full-day meeting and one for overnight meetings, are included in the Appendix to this Report. These forms were taken primarily from forms developed by the National Easter Seal Society.
Introduction

The Hotel/Facility Accessibility Checklist in the Appendix to this Report was designed to assist ABA meeting planners, travel and housing personnel, section and other entity staff and volunteers to determine the accessibility to disabled members of a hotel or meeting facility. The Checklist was designed to be used by any staff member or volunteer irrespective of level of experience. The only equipment needed to conduct this survey is a tape measure and a light meter. In order for a facility to be designated accessible, no more than seven criteria can be unmet.

It should be remembered that the Americans with Disabilities Act provisions covering hotels, meeting and conference facilities, and restaurants took effect January 26, 1992. Thus, it can reasonably be expected that hotels and facilities have undertaken surveys of their establishments, and have at least begun making necessary changes to comply with the new law. In all likelihood, these facilities will not be able to make all such changes immediately and, thus, ABA entities must conduct their own surveys of potential meeting and program sites to serve our disabled members.

If a facility fails to meet seven or more criteria, an ABA staff person or member should review those criteria and discuss with the facility whether and, if so, how and when the facility can remedy the problem. In some cases, the facility may make the permanent changes. In other situations, a temporary accommodation may be possible to meet a specific criteria. For example, a hotel may have two steps into its lobby. The hotel could agree to install a permanent ramp before the scheduled event. Alternatively, a hotel might agree to install a temporary ramp. Either accommodation is acceptable. The Americans with Disabilities Act promotes flexibility and imagination to provide access to persons with disabilities. ABA staff and members should show the same flexibility and imagination.

This Checklist was developed from several sources, including the following:

* Design for Hospitality Planning for Accessible Hotels and Motels. The authors are Kim A. Beasley, AIA, Director of Architecture and Barrier Free Design for the Paralyzed Veterans of America, and Thomas D. Davies, Jr., AIA, Associate Director of Architecture and Barrier Free Design for the Paralyzed Veterans of America.

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The Meetings and Travel Department used this Checklist for the first time in evaluating the hotels and facilities for the 1992 Annual Meeting in San Francisco.

A. **RE: ACCESSIBILITY CHECKLIST.**

THE TASK FORCE RECOMMENDS THAT THE ABA:

1. Require that all ABA entities use the Accessibility Checklist to survey prospective meeting sites. Staff and/or volunteers should conduct this survey personally, rather than relying on the facility's staff.

2. Assure that the Meetings and Travel Department, to the maximum extent feasible, will choose sites that meet the Accessibility Checklist criteria. Given the necessity of using many hotels and facilities to accommodate the ABA annual and midyear Meetings, however, the Task Force recognizes that some inaccessible facilities must be used for the present time. Accessible facilities will be so noted on registration forms with notations as well concerning specifics regarding inaccessible factors. The Task Force expects that many of these facilities will be made accessible within the next few years, to comply with the Act. ABA staff and members should work with individual facilities to provide accommodations to eliminate or ameliorate barriers identified by the Accessibility Checklist.

3. Require that, with the exception of annual and midyear Meetings, all other ABA meetings and programs should be held in facilities that meet the Checklist criteria. Unlike annual and midyear Meetings, other programs do not require simultaneous use of numerous sites. Thus, ABA entities generally will be able to and, thus, should, choose an accessible site over an inaccessible one.

4. Staff and members work with hotel/facility staff to address criteria that are not met, and devise solutions to enable the ABA to use the hotel/facility. Contracts can specify what steps the hotel/facility will take to remedy any problems as noted in the Checklist.

5. For annual and midyear meetings, information should be compiled about the locations of the various hotels in relation to each other and usable travel means and routes between them to allow independent travel by disabled participants.

6. Make Meetings and Travel staff available to assist other ABA staff and members in using the Checklist.
LOCAL RESOURCES

THE TASK FORCE RECOMMENDS THAT:

ABA staff and members should use local resources to help identify accessible sites. These include state or local chapters of the Easter Seal Society, Goodwill Industries, United Cerebral Palsy Associations, and other disability organizations, as well as local bar associations and ABA members in such locales. Other sources of information on accessible facilities include the Governors' Committees on Persons with Disabilities and the tourism or convention bureaus. These organizations are useful in identifying accessible transportation (public and private), restaurants, theaters, and other tourist attractions. Many of these organizations also can provide information on locating sign language interpreters and other auxiliary aids and services to enable effective communication with members with disabilities.
IV. MEMBER BENEFITS

Introduction

The Task Force guidelines and recommendations on member benefits include short and long-term initiatives. The short-term initiatives should be easier and less costly to implement and, thus, should be undertaken as soon as possible. The long-term initiatives require sustained work by staff and/or members.

Currently, the ABA does not have specific information on the number of members with disabilities in the Association. A Young Lawyers Division (YLD) study conducted in 1990 by Ronald L. Hirsch attempted to gather data on lawyers with disabilities. The excerpted results of the survey are as follows:

**Lawyers with Disabilities**
- Hearing Impairment 6%
- Visual Impairment *
- Spinal Cord Injury 2%
- Other Orthopedic 2%
- Disability
- Diabetes 2%
- Short Stature 2%
- Other Disability 6%

As the YLD report indicated, hard numbers on lawyers with disabilities are not available, much less the number of Association members with disabilities. The ABA cannot easily identify disabled members to understand their needs regarding products, programs, services or meetings.

* 15% of the respondents indicated visual impairment. However, the National Federation for the Blind has advised that the number obtained is so large that it appears to include individuals who need glasses, but are not impaired/disabled as the term is customarily used. Therefore, the number was excluded from the YLD analysis.
While not the Task Force's goal, there is revenue that can be generated for the ABA if more lawyers with disabilities joined and participated. It is difficult to estimate the revenues that could be generated. Members with disabilities would be more aware of the products, programs, and services that are accessible to them. Entities within the ABA could more efficiently target communications to members with disabilities on special arrangements for their products, services or meetings; however, additional revenues may not ensue. The costs of providing services or products for disabled members may erode profitability somewhat. The goal of gathering information on members with disabilities and using it to serve them better is not primarily a matter of creating additional revenue. Attention, however, should be devoted to providing products and services economically to members with disabilities.

A visible outreach effort by the Association to lawyers with disabilities could result in favorable perceptions of the Association by lawyers with disabilities, the profession, and the public that cannot be measured in dollars.

If a census were conducted, several questions could be added to the census without cost. The funding of an Association-wide census, however, is uncertain at this time. Third party funding is necessary to conduct the census. Meetings with member benefit suppliers are underway and funding of at least a partial census appears possible. If funding is not available for a member census, the ABA should use the results of the ABA Journal survey to increase its database of information and to determine specific needs of members.

Regardless of whether the census is done, the ABA Journal has published a questionnaire to obtain information on members with disabilities. Gary Hengstler, editor and publisher of the ABA Journal, published a one-page questionnaire in the May 1992 issue. The survey data is being entered, tabulated and analyzed internally at a minimal cost.

The membership database format is currently under review and additional fields for information on members with disabilities can and should be added. Finally, the cost of conducting marketing research is uncertain because the Task Force does not know the number of members with disabilities. The approximate cost, however, would be $30.00 per survey for survey design, printing, mailing, coding, tabulating, and analysis.

The purposes of the following recommendations are to collect information on members with disabilities and enter it in the membership database to enable the Association to serve these members more effectively.
A. RE: OBTAINING INFORMATION ABOUT MEMBERS WITH DISABILITIES.

THE TASK FORCE RECOMMENDS THAT THE ABA:

1. In order to acquire information on members with disabilities with the ABA Member Application Form, add the following two questions:

   a. Do you have a disability?  Yes ___  No ___

   b. Please describe your disability:

      ___ visual (excluding fully corrective lenses)
      ___ mobility
      ___ hearing (excluding fully corrective hearing devices)
      ___ speech
      ___ other (please describe)

2. In order to obtain information on members with disabilities through the ABA census, include the following:

   If you have a disability, please answer the following questions. The ABA seeks this information in order to better serve the needs of its members with disabilities. All answers will be kept strictly confidential and will not be released to any outside organization or vendor.

   a. Do you have a disability?  Yes ___  No ___

   b. Please describe your disability:

      ___ visual (excluding fully corrective lenses)
      ___ mobility
      ___ hearing (excluding fully corrective hearing devices)
      ___ speech
      ___ other (please describe)

   c. What changes should the ABA make in its current meetings, programs and other functions to better serve your needs?

      * At ABA meetings
      * At ABA CLE programs
      * In communicating with ABA members
      * Other

   d. What changes should the ABA make in its member benefits programs (e.g., publications, Hertz car rentals, MCI phone service, preferred rate program) to better serve your needs?

   e. What other concerns should the ABA be aware of?
Please check here if you would like more information on member benefits for members with disabilities.

3. Cross-reference answers from the ABA Journal survey and the census to avoid duplication.

4. After the census and/or ABA Journal survey is done, conduct research to identify specific needs of disabled members so that the Association's programs, products, and services can be adapted or supplemented to serve the needs of members with disabilities.

5. Should attempt to obtain lists of lawyers with disabilities from specialty bar associations in order to determine if these lawyers are also ABA members. If they are not members, the ABA should reach out to these lawyers, explaining what the ABA is doing to make its benefits and programs more accessible to them.

The Young Lawyers Division identified the need for members with hearing and speech impairments to contact the Association's offices. A telecommunications device for the deaf (TDD) is located in the Information Services unit. It consists of a typewriter-like system that members with speech and hearing impairments use to communicate their questions, data, etc., to the ABA staff. Awareness of the device appears to be low as is suggested by the current use of only a few times per month. At this time, several staff have been trained on the device; plans are in the works to train more.

If awareness of the existence of the TDD system were increased, the results would be two-fold: members with hearing and speech impairments would have an appropriate manner in which to communicate with the Association; this would strengthen their relationship with the ABA. The Association would also better understand their needs for services and products. These activities would further the Association's outreach efforts to welcome lawyers with disabilities into the ABA.

Publicizing the TDD telephone access system could be done relatively inexpensively. The ABA Journal could write about it in the 'Your ABA' section. The Member's Guide could list the telephone number and have a short description of the service. "Service Briefs" could also write about the service. The ABA letterhead and dues bill could have the telephone number printed on them. The Redbook could have the number listed in it. The ABA Catalog could list the telephone number so members could order products. And, if a member with disabilities brochure was developed, the service and number would be listed there.
Organizations representing persons with speech and hearing impairments, state and local bar associations, the Equal Employment Opportunity Commission, the Department of Justice, and other agencies could be sent press releases announcing the TDD service. In short, whenever the ABA voice telephone number is published, the TDD number should also be published.

B. RE: PUBLICIZING THE ABA'S TDD PHONE NUMBER.
THE TASK FORCE RECOMMENDS THAT:

As ABA letterhead, the Redbook, Member's Guide, and dues bills are reprinted, and in all ABA Journal editions and "Service Briefs," add the ABA's Telecommunications Device for the Deaf (TDD) number. Currently, only Chicago has a TDD number. The Washington, D.C. office is in the process of installing the necessary equipment and training staff on its use.

At present, the ABA's communications vehicles are not published in alternative formats, such as braille or large type. It appears that the members needing such a service have someone read the information to them or do not acquire this information at all.

If members with disabilities were counted, identified, and the nature of their disabilities understood, the Association could assess the best means of communicating with members with visual impairments or other communications-related disabilities. The costs of transferring the ABA's communications vehicles into accessible formats, such as braille, large type or audio could be analyzed.

C. RE: MAKING ABA COMMUNICATIONS ACCESSIBLE.
THE TASK FORCE RECOMMENDS THAT THE ABA:

Study how to make the Association's communications vehicles (excluding the ABA Journal and publications which are addressed separately) accessible to members with visual impairments.

D. RE: PROVIDING MEMBERSHIP INFORMATION TO MEMBERS WITH DISABILITIES.
THE TASK FORCE RECOMMENDS THAT THE ABA:

1. Should develop a member benefit kit in alternative formats for members with disabilities. The kit will be about 12 pages, fit in a business envelope, and will include the following information:
   a. The ABA's TDD numbers
   b. List of publications currently available in alternative formats
   c. Specific information as to how to obtain other ABA publications in alternative formats
   d. Title, name, address and phone number of appropriate person in the ABA Meetings and Travel Department to
contact concerning accommodations and auxiliary services and aids.

- Specific information relating to the MCI, Hertz and other programs.
- More detailed insurance information and the title, name, address and phone number of a troubleshooter to assist members with disabilities in obtaining insurance coverage.
- Names, addresses and phone numbers of specialty bar associations addressing the needs of disabled lawyers.

2. On the next reprinting of the dues bill, add the following:

PLEASE CHECK HERE if you would like more information on member benefits for members with disabilities.

Note: Costs on developing a kit would be between $30 to $66 per piece for design and production, based on printing and distributing of between 10,000 and 30,000 pieces. Postage costs would depend on the weight and class mailed.

The American Bar Association, through its affiliate, the American Bar Endowment, offers a range of insurance programs for members. These programs include the following:

- Health Insurance
- Life Insurance
- Disability
- Hospital Indemnity (pays a specific amount for each day in a hospital)
- Excess Major Medical (covering expenses over the first $25,000)
- Accidental Death

The hospital indemnity, excess major medical and accidental death policies are guaranteed to be issued to all ABA members who purchase them, regardless of their health status. With regard to the other policies, the ABA seeks applications from individuals, forwards those applications to its insurance carriers, which carriers make a decision with respect to the risks involved with the individual applicants. There are cases where the insurer declines to issue a policy because of the health status of the applicant.

If an individual complains to the ABA that he or she was not fairly treated in the determination of whether to issue a policy, the ABA will review the application process with its insurance carrier. The insurer pulls the file out of the normal process and has it reviewed by a senior underwriter or manager.

There are some disabling conditions that will result in the denial of life insurance because of the high morbidity resulting from a given disability. The result is that a member with such a disability will not be able to purchase insurance that is subject to an underwriting determination. The cost of health insurance for...
individuals with pre-existing conditions is significant for those conditions. Were the ABE to require a guarantee of underwriting all applicants, regardless of health status and without some pre-existing condition limitations, the costs of the insurance programs for all members would increase significantly. Accordingly, no radical change of insurance programs is contemplated at this time.

For the above reasons, the Task Force thinks that the recommendation it is making in this regard is a reasonably balanced one at this time.

The ABE and ABI have inquired of their carriers as to their plans for complying with the public accommodations provisions of the Americans with Disabilities Act (ADA), including regulations concerning the substantive content of insurance plans, as well as providing access to customers with hearing, speech, vision, and mobility impairments. The carriers have responded that they are in compliance with ADA requirements from a workplace standpoint. They have also indicated that they are currently addressing policyholder service issues, such as providing effective communications with customers or clients who have disabilities affecting hearing, speech or vision. The ABE and ABI reviewed the carriers compliance status in February 1992, including both substantive requirements and access. The ABE and ABI will follow up their review of carrier compliance by August 1992.

E. INSURANCE PROGRAMS.
THE TASK FORCE RECOMMENDS THAT THE ABE:

1. Have someone at the American Bar Endowment (ABE) designated as an advocate to work with members who experience difficulties in obtaining insurance through ABE.

2. Actively encourage ABE and ABI (American Bar Insurance Plans Consultants, Inc.) to work with current and potential carriers to develop greater sensitivity to, and willingness to work with, members with disabilities.

3. Ask ABE and ABI to follow-up with their carriers to ensure that they have implemented the Americans with Disabilities Act in all pertinent respects, e.g., as it relates to members' ability to obtain insurance coverage, to communicate with insurance carriers, and to obtain applications and other materials in alternative formats.

4. With respect to substantive content of insurance plans, ask the ABE and ABI to monitor the insurance programs with respect to health and life insurance in order to insure compliance with the Department of Justice regulations implementing the ADA.
As background, the following is the current status of accommodations for the disabled afforded by member benefit providers:

1. MCI offers members with vision impairments credits for using the Residential Affinity Program for directory assistance calls. Members with hearing impairments can have an 800 number to which they may be linked for the dual-party relay system. This involves using the TDD system with operator assistance.

2. Hertz offers hand-control equipped vehicles at approximately 200 corporate rental locations. These vehicles may be rented in one city and returned in another city. There is no extra charge for the hand control equipment. A two-day advance reservation is required for confirmation of the equipment on subcompact, compact, mid-size and full size car classes. Otherwise, the reservation is on a request basis.

Hertz also offers disabled operator's identification dashboard cards to members whose licenses indicate their disability. Drivers assisting members with visual or mobility impairments can rent with the member's credit card.

There is a TDD reservation telephone number for members with speech or hearing impairments.

3. Primerica presently does not have telephone accommodations for members with speech or hearing impairments. The Americans with Disabilities Act mandated such accommodations beginning January 26, 1992.

F. MEMBER BENEFIT PROGRAMS,

THE TASK FORCE RECOMMENDS THAT THE ABA:

1. Identify a person (ABA "ombudsman") or persons within the ABA to assist members with disabilities in using their member benefits.

2. Require suppliers to record and report to the ABA product/service usage by members with disabilities. Encourage providers to make available agreements and billing statements in accessible media. Doing so will assist the Association in determining whether it is meeting the needs of members with disabilities.

3. Continue to review all potential member benefit programs for products and services that either meet the needs of members with disabilities or can be adapted to meet the needs of members with disabilities.

4. Conduct a periodic review of ADA compliance by existing providers.
The ABA Division for Professional Education produces a variety of continuing legal education (CLE) products and programs, including National Institutes, VideoLaw Seminars, Satellite Seminars, and publications. In an effort to increase access to members with disabilities, and ensure compliance with the Act's provisions related to professional education, the Task Force offers the following recommendations.

In order to meet the needs of members with disabilities attending ABA continuing legal education programs, it is helpful to know in advance which attendees or faculty have disabilities and what accommodations, if any, they require to participate fully in the program.

A. IDENTIFICATION OF REGISTRANTS WITH DISABILITIES

The Task Force recommends that the ABA require that CLE programs:

1. Include a notice in all brochures, advertisements, or articles promoting CLE activities of accommodations for access or the availability of auxiliary services and aids. Auxiliary aids and services are devices and services which assist persons with disabilities in effectively communicating with others. These aids and services include, but are not limited to qualified sign language interpreters, qualified readers, closed and open captioning, audio description services, and written materials in accessible formats (e.g., braille).

2. Include with pre- and on-site registration materials a brief questionnaire requesting information on any needs of seminar participants with disabilities.

The planners of live CLE programs should eliminate physical barriers, and provide auxiliary aids and services to members attending live CLE programs, including National Institutes and section-sponsored meetings.

B. LIVE CLE PROGRAMS

The Task Force recommends that the ABA require that CLE planners:

1. Ensure that all hotels or other meeting sites meet the criteria in the Hotel/Facility Accessibility Checklist.
Programs should insert appropriate language in all contracts specifying that the facility is in compliance with the public accommodation requirements of the Americans with Disabilities Act, and will provide necessary accommodations pursuant to their obligations under the Act.

2. Investigate costs of providing sign language interpreters, and other auxiliary aids and services.

3. Audiotape live CLE programs and where necessary or useful to convey substantially the same amount and kind of information conveyed at the live presentation, supplement such tapes with audio description or similar services.

All CLE printed course materials should be available in accessible formats to attorneys with visual impairments.

C. COURSE MATERIALS. THE TASK FORCE RECOMMENDS THAT THE ABA REQUIRE THAT CLE PLANNERS:

1. Investigate the cost of producing course materials in alternative formats, such as braille, large print, audio, or disk. Alternative media will, in addition to their own pagination, indicate the pagination of the standard print materials.

2. Comply with the Publications Guidelines and Recommendations.

CLE planners should ensure that live CLE Satellite Seminars are accessible to members with disabilities.

D. CLE SATCHELLITE SEMINARS. THE TASK FORCE RECOMMENDS THAT THE ABA REQUIRE THAT CLE PLANNERS:

1. Require that all American Law Network downlink sites comply with the public accommodations requirements of the ADA.

2. Audiotape all Satellite Seminars.

3. Assure that sign language interpreters, captioning, transcripts, and other auxiliary aids and services are available as necessary to comply with the Act.

CLE planners should ensure that the information contained in CLE videotapes is accessible to members with disabilities.
F. RE: VIDEO-LAW SEMINARS, THE TASK FORCE RECOMMENDS THAT THE ABA REQUIRE THAT CLE PLANNERS:

1. Assure that sign language interpreters, captioning, transcripts, and other auxiliary aids are available as necessary to comply with the Act.

2. Make audiotapes available as necessary to comply with the Act.

Certain mandatory CLE states do not accredit alternative forms of delivery, such as audiotape, videotape and transcripts. Yet, these alternative forms of delivery should be available to lawyers with disabilities who cannot effectively benefit from live courses.

G. RE: MANDATORY CLE ACCREDITATION, THE TASK FORCE RECOMMENDS THAT:

The ABA should actively work with state and local bars and their CLE committees, other CLE providers and accreditors (the courts or the legislatures of states) to obtain full accreditation in those states not recognizing various forms of self-study.

CLE planners should ensure that all state and private bar associations, and other entities that provide preservice or continuing legal education ("other legal organizations"), take all necessary action to make their professional education programs, activities, facilities, and media accessible to persons with disabilities.

G. RE: CREATING A NATIONAL RESPONSE IN PROFESSIONAL EDUCATION, THE TASK FORCE RECOMMENDS THAT THE ABA:

1. Require ABA-accredited law schools to take all necessary steps to ensure that their programs and facilities are accessible to law students with disabilities.

2. Adopt standards for ABA-accreditation of law schools that ensure that these schools make their programs and facilities accessible to law students with disabilities.

3. Provide training and technical assistance/consultation to CLE faculty with respect to methods for making CLE programs accessible to lawyers with disabilities. For the visually impaired, this would include enhancing awareness of the faculty for the need to incorporate techniques to make accessible the non-verbal portions of presentations.
VI. PUBLICATIONS

Introduction

Every year the ABA publishes a wide variety of literature which is available to its members. For example, the ABA publishes materials publicizing the programs at its midyear and annual Meetings, as well as advance registration lists for those meetings. Written materials are also prepared for most, if not all, of the substantive programs at these meetings. In addition, the ABA publishes its Constitution and Bylaws, a Summary of House Rules and Procedures, and a summary of actions taken by the House of Delegates at each of its meetings. The ABA also publishes the ABA Journal, books, periodicals and pamphlets which are listed in an extensive catalog.

Because of the sheer volume of its publications, it would be cost prohibitive for the ABA to reproduce immediately each and every publication in every available alternative format. The Report accompanying House Resolution #102 recognized that in providing accessible services and benefits to members with disabilities, it is important to consider the costs involved:

The other factor that enters into the question of whether the Association or its vendors must provide an equal or a separate equivalent service in any given situation is the cost of providing that service.

Given the mandate of ABA policy, however, steps must be taken to provide access to these materials.

Note: The Division of Professional Education has indicated that it will follow the recommendations contained herein. Also, for new or regularly reprinted publications, use of the phrase "as soon as practicable" means the next regularly scheduled printing. For other publications, the phrase means as soon as appropriate arrangements can be made for translation or reproduction.

For a first step, the Task Force recommends two broad categories into which all of its publications can be divided: (A) publications to be produced or translated as soon as practicable; and (B) publications to be produced or translated only upon request.

Examples of publications that may fall within category (A) are the ABA Journal, ABA Constitution and Bylaws, The Summary of House Rules and Procedures, the "Redbook," the ABA catalog of books,
As a second step, the ABA will need to determine the appropriate alternative format for each publication. Publications that may fall in the second category are the books, periodicals and/or pamphlets contained in the ABA catalog. Step 2 will require that a choice be made from among several possible formats: (A) translation into braille; (B) reproduction onto audiocassette using readers and/or a tone indexing system; (C) reproduction in enlarged print; or (D) reproduction onto a computer disk. It is important to remember that lawyers with vision impairments have differing needs concerning alternative formats. For example, not all blind lawyers can read braille.

Certain publications which may require study or analysis, such as the ABA Constitution and Bylaws, are more appropriately produced or translated into braille or enlarged print. For other publications, where the precise grammar of the language may not be as important, audiocassettes may suffice. Some publications may need to be appropriately produced or translated into more than one alternative format.

Regardless of the format(s) chosen, it is important to note that no choice need be final or exclusive because once the text is prepared on an appropriate computer disk, current technology will allow it to be reproduced in all of the alternative formats mentioned above for less cost.

The format choice for publications reproduced upon request can be made by the member making the request. The decision concerning the specific alternative format(s) to be chosen for existing publications which should be made immediately available should be made with the assistance of members with sight impairments, the American Blind Lawyers Association, and other members with disabilities who may need written materials in an alternative format.

A. RE: TWO-STEP PROCESS.
THE TASK FORCE RECOMMENDS THAT:

The ABA should establish a two-step process:

1. Step 1: Determine which publications should be produced as soon as practicable in one or more alternative formats, and
2. Step 2: Determine the appropriate alternative format for producing or translating each chosen publication.

Currently, the ABA’s Standing Committee on Association Communications is responsible for all ABA mass communications, including approval of all new publications and continuing review of existing publications. For recommendations included in this Publications segment of the report, it is anticipated that the Standing Committee will play a direct role.
B. RE: STANDING COMMITTEE ON ASSOCIATION COMMUNICATIONS.
THE TASK FORCE RECOMMENDS THAT:

1. The charge for the Standing Committee on Association Communications be amended to include the responsibility for determining the categories into which each existing and new publication should fall.

2. Working with ABA members with sight impairments and/or the American Blind Lawyers Association, the Standing Committee develop appropriate criteria for categorizing existing publications, establish procedures for categorizing new publications, and develop procedures for preserving computer disks for use in tone indexing.

3. The Standing Committee on Association Communications investigate the costs of acquiring the necessary equipment to produce alternative formats in-house. If preliminary information about costs is correct, purchasing the equipment and training staff to produce alternative formats would be the most cost-effective method for making ABA publications accessible to members with disabilities.

An issue of the ABA Journal has now been transferred to a computer disk as a prototype for determining the costs, procedures, and feasibility of producing the Journal in accessible formats for persons with vision impairments.

C. RE: ABA JOURNAL.
THE TASK FORCE RECOMMENDS THAT:

The results of the Journal assessment of the prototype be sent to the Task Force for its consideration and further action.

For existing publications that are to be made available as soon as practicable, the Task Force will explore an arrangement with Computerized Books for the Blind to determine if it will reproduce existing texts onto computer disks for the ABA to use in producing the chosen alternative formats, and report any proposed arrangement to the Board of Governors for its review and approval.

At this time, the Task Force has not fully analyzed the specific cost for producing or translating ABA publications into the different alternative formats because costs are involved in doing so, and the Task Force budget does not allow it. However, it has been estimated that one page of printed text is the equivalent of 2 1/2 pages of braille. The cost to convert printed text into braille ranges from $.10 to $.40 per page depending upon the number of copies requested.
The use of readers to prepare audiocassettes can be expensive because readers usually work only a few hours at a time. A less expensive method for audiocassette translations is to use a tone indexing system. In this system, a computer reads text, which is prepared in a machine readable format, onto audiocassette. To be machine readable, the text must contain specific directions for tone indexing. Directions for tone indexing should be inputted onto computer disks prior to the insertion of printing directions.

Thus, for the ABA to use this system in a cost-effective manner, it will be required to create computer disks with appropriate directions for tone indexing from existing computer disks prior to the time printing directions are inserted. The goal will be to time the insertion of the directions at or about the time the text becomes final so that the audiocassette version is as close to the final printed version as possible.

Based upon a preliminary analysis, it appears that it may be more cost-effective for the ABA to purchase the equipment necessary to produce or translate publications into alternative formats. For example, it is estimated that the cost for a braille printer, with the capacity to print 80 characters per second, will be about $8,500. The cost of the voice synthesizing equipment is estimated to be about $2,000-$3,000. The overall cost for this and other equipment is estimated to be under $20,000.

D. PRODUCING AND PUBLICIZING ALTERNATIVE FORMATS.

THE TASK FORCE RECOMMENDS THAT:

1. If the preliminary estimates on costs of equipment to develop alternative formats are confirmed by vendors of the equipment and purchase of this equipment is deemed the most cost-effective and feasible alternative, such equipment should be purchased and staff trained to produce all future publications in alternative formats.

2. The ABA devise a system for publicizing the availability of its publications in alternative formats. All new publications should contain a statement on the copyright page advising that the publication is available in an alternative format and providing information about how to obtain the alternative format. For existing publications, all advertisements or catalogs which advertise or list their availability should contain a similar statement advising that the publications can be obtained in an alternative format upon request and providing information about how to make such a request.
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ISTG Information Center
1. American Blind Lawyers Association  
   (402) 475-8355

2. American Council of the Blind  
   (202) 467-5081  
   (800) 424-8566

3. American Foundation for the Blind  
   (212) 620-2147  
   (800) 232-5463

4. American Speech-Language Hearing Association  
   (301) 897-5700

5. Job Accommodation Network  
   (800) JAN-7234 (Voice/TDD)  
   (800) JAN-4698 (Voice/TDD, West Virginia only)

6. National Captioning Institute  
   (703) 998-2400 (Voice)  
   (800) 533-WORD (Voice)  
   (800) 321-TDRE (TTY)

7. National Easter Seal Society  
   (312) 726-6200

8. National Federation of the Blind  
   (301) 659-9314

9. National Information Center on Deafness  
   (202) 651-5051 (Voice)  
   (202) 651-5052 (TDD)

10. National Rehabilitation Association  
    (703) 836-9850 (Voice)  
    (703) 836-9852 (TDD)

11. National Rehabilitation Information Center  
    (301) 588-5261  
    (800) 346-2742

12. All state governments have two agencies that may be useful in locating specific services or aids. One is the Vocational Rehabilitation Agency. The other is the Governor's Council (or Committee or Task Force) on Persons with Disabilities. In addition, states have affiliates of national disability organizations. Many of the organizations listed above can put a caller in touch with local chapters that can also identify local resources to provide auxiliary aids and services that permit effective communication.
A. Sample Registration Form for One Day Meeting

1. **Do you have a disability which might require auxiliary aids or services, or printed materials in alternative formats?**
   
   If yes, please check off appropriate line:
   
   ____ Mobility impairment
   ____ Use a wheelchair
   ____ Visual impairment (except for glasses, contact lenses)
   ____ Hearing and/or speech impairment
   ____ Other ____________________________

2. **Will you need wheelchair access to the meeting site?**
   
   Yes ________ No ________

3. **Will you need auxiliary aids or services (e.g., a certified reader or sign language interpreter, materials in alternative formats)?**
   
   Yes ________ No ________
   
   Please specify what aids and/or services you require.
   
   ____________________________

4. **[If meal(s) will be served] Do you have any dietary needs of which we should be aware?**

5. **Please call us at the either of the following numbers if you have any questions, concerns or comments.**

   Voice
   TDD
B. Sample Registration Form for Overnight Meetings

1. Do you have a disability which might require auxiliary aids or services, or printed materials in alternative formats?
   If yes, please check off appropriate lines:
   ___ Mobility impairment
   ___ Use a wheelchair
   ___ Visual impairment (except for glasses, contact lenses)
   ___ Hearing and/or speech impairment
   ___ Other ________________________________

2. Will you need wheelchair access to the meeting site?
   Yes ______ No ______

3. Will you need auxiliary aids or services (e.g., a certified reader or sign language interpreter, materials in alternative formats)?
   Yes ______ No ______
   Please specify what aids and/or services you require.
   ______________________________________

4. [If meal(s) will be served] Do you have any dietary needs of which we should be aware? Please be specific.
   ______________________________________

5. Sleeping accommodations will be made at the
   Do you require a wheelchair accessible room?
   Yes ______ No ______
   Do you require a room with auxiliary aids and services for persons with vision, speech, and/or hearing impairments?
   Yes ______ No ______

6. Please call us at either of the following numbers if you have any questions, concerns or comments.
   Voice ___________
   TDD ___________
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HOTEL/FACILITY ACCESSIBILITY CHECKLIST

Please note: an asterisk next to a criterion indicates an accompanying diagram.

I. ACCESSIBLE PUBLIC AREA

A. PARKING

_____ Accessible parking spaces are connected by an accessible route to the building.

* Accessible parking spaces are a minimum width of 8'-0" and an adjoining access aisle is 5'-0" wide.

* The parking space for the platform-lift vans are 16'-6".

B. ENTRANCE

In order for an entrance to be accessible it has to have the following:

_____ A. Route to all spaces or elements within the building or facility
_____ B. Route to public transportation stops
_____ C. Route to parking and passenger loading zones
_____ D. Route to public streets and sidewalks

Barriers impeding or preventing access include steps and narrow walkways.

If the main entrance is inaccessible, signs must clearly indicate the nearest accessible public entrance. Accessible service entrances are not an acceptable alternative.

C. RAMPS

_____ Ramps have a minimum width of 3'-0" (5'-0" is recommended) and handrails on both sides.

_____ Where ramps change direction, level landings are provided with minimum dimensions of 5' by 5'.

_____ Where ramps or landings adjoin a vertical-drop curbs, walls, or railings are provided on at least one side.

_____ The slope is 1:8 or less.

_____ The ramp is permanently constructed.

_____ The ramp has a non-slip surface.

_____ There is a 5' level platform on either side of the doorway which has a ramp.

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D. DOORS

Automatic doors with electronic scanners and time delay closing are most convenient for everyone. Manual doors should meet the following requirements.

A. The minimum opening is 2'-8" with the door opening on a 90 degree angle.

B. The maximum force to operate a door does not exceed 5 lbs.

C. Door hardware: handles, pulls, latches, locks, and devices on an accessible door are a shape that is easy to grasp with one hand.

E. LOBBIES

* The registration desk and concierge desk has an accessible counter which is 28' to 34' above the finished floor.

* Furniture groupings include space for guests in wheelchairs.

* At least 50 footcandles of light is in the lobby area.

* The lobby has signage regarding accessible bathrooms throughout the building.

* Carpet runners or similar aids for the visually impaired are used when significant distances must be traversed and other architectural guidance is either absent or problematical.

* Strips of carpet tape, changes in floor texture or equivalent warning surfaces are in place to warn of changes in grade, such as for sunken lounges or open stairways between levels.

* Cassette and/or braille or large-print descriptions of the layouts of the lobby, mezzanine, meeting areas and sleeping floors are available. Cassette versions are tone-indexed to facilitate location of desired information.

F. PUBLIC TELEPHONES

* Accessible telephones include a clear area 2'-6" wide and 4' long for parallel approach by guests in wheelchairs.

* Accessible telephones are mounted with the highest operable part of the unit at a maximum height of 4'-6". The telephone is compatible with hearing aids and, if a bank of phones is provided, at least one phone has adjustable volume control and push button phones located in all areas.

* TDD (Telecommunication Device for the Deaf) is available in the facility with directional signage indicating its locations.
G. DRINKING FOUNTAINS

Drinking fountains have been designed for clear knee space below the basin.

Drinking fountains have been designed for parallel approach and have a 2'-6" wide by 4' long clear floor space in front of the unit.

H. RESTAURANTS, BARS, LOUNGES AND FOOD/DRINK MACHINES

Accessible routes connect the entrance to accessible seating locations, self-service areas, restrooms and telephones.

Accessible tables and seating locations are provided for customers with restricted mobility.

Braille and large print menus are available, with current information both as to offerings and prices.

Beverages and snack machines have choices labeled in braille and large print.

I. ELEVATORS

Elevator doors are 3' wide and equipped with a time-delay, activated by a low sensor light.

Elevator control panels, designations buttons (braille), indicator lights, emergency controls, alarms, and elevator stop buttons are no higher than 60 inches above the finished floor.

Each floor is served by an elevator which include accessible hall buttons and are identified with 2' raised numbers on the hoistway-door jamb where they can be easily reached and felt from inside the elevator with the door open.

J. RESTROOMS

Restrooms provide maneuvering room to allow guests in wheelchairs to enter, close the door, use the fixtures, reopen the door and exit.

Restroom doors are a minimum of 3' wide with easy-to-grasp hardware.

Accessible restrooms are identified with the international symbol of accessibility and male-female distinction appropriately sized and tactilely discernible.
The entrance route leads to all accessible routes through the facilities.

A lift is available in the pool area for someone with restricted mobility.

The sauna room door is 3' wide with handles which are easy to grasp and has a maneuvering clearance.

An emergency call system or phone is in sauna rooms.

The exercise room is accessible to guests in wheelchairs.

Pools and other sudden changes in grade, such as a recessed foot bath, are surrounded by tactilely discernible changes in surface, such as warning tiles.

Heat sources in a sauna are constructed to prevent inadvertent contact with them by a visually impaired person.

Denominations of weights in the exercise room are marked in a tactilely discernible way.

Free-standing ventilation fans are surrounded by a casing designed to prevent inadvertent contact with the blades by towels or fingers.
II. ACCESSIBLE GUEST ROOMS

A. GUEST ROOM ENTRANCES

___ All guestroom doors bear their room numbers in braille or tactilely discernible large print.

___ The entry includes maneuvering space inside and outside the room.

___ Thresholds or transition-strips are no higher than 1/2".

* Safety chains, dead bolts, and other hardware do not require fine hand control to operate and have been mounted no higher than 4'-6".

___ High and low security views have been installed in the guest room door at heights of 3'-6" and 4'-9" for disabled or accessible rooms.

___ Are accessible guest rooms adjacent to the elevator lobby?

What is the number of accessible rooms in house?

___ How many accessible rooms connect or adjoin to another guest room?

B. CLOSETS

___ Hanger rods and shelving are no higher than 4'-6" above the floor.

*___ Do you have split-closets with both high and low shelving?

*___ Low shelving for shoes is at least 9" above the floor.

___ Clothes hangers are easy to remove and replace.

___ Do you have closet interior lighting with a minimum of 5 footcandles?

C. FURNITURE AND FINISHES

___ The furniture is easy to access and operate. Hardware is capable of being hooked rather than grasped.

D. BEDS

___ A 3' wide aisle has been provided on at least one side of the bed.

___ Beds are 18" to 20"—measured to the top of the mattress.
E. TELEVISIONS AND RADIOS

Televisions are equipped with remote controls at the bedside table. The screen is as large as practical and displayed with the center at approximately eye level 4' for seated guests.

Closed-captioned decoding equipment is available to guests on request.

Alarm clocks or radio alarms with visual and audible signals are available on request.

A cassette is available describing how these devices operate and how not to inadvertently start pay-per-view features.

The facility's staff is prepared to provide to visually impaired guests the same information available through the current-bill viewing and similar features of the internal television system or such information is routed through the touch-tone-accessible voice mail system.

F. GUEST ROOM TELEPHONES

Telephones compatible with hearing aids or compatible handsets are available on request.

The bedside telephone is equipped with a message-flash light.

Amplification handsets with adjustable volume control are available on request.

A telephone is in the guest bathroom.

Telephones produce a regular audio beep when the message light is active. There are instructions for the visually impaired as to how to check for messages, calling from the outside, on a voice-mail system.

Instructions for making long-distance and local calls, as well as a list of numbers assigned to various hotel services, are provided on cassette and/or in braille and large print.
EMERGENCY WARNING SIGNALS

Accessible guest rooms are equipped with audible and visual alarm systems.

Plaques to identify accessible guest rooms are available to guests who wish to display them on the door or windows.

Information regarding the facilities' evacuation procedure are provided for impaired guests.

A cassette or other medium for the visually impaired includes information about emergency escape routes.

Emergency exits are marked in raised, tactilely discernible letters or in braille and large print located at the usual level and also near floor level.

H. LIGHTING AND CONTROLS

Switches are mounted at a height of 4'. Controls are mounted no higher than 4'–6".

Electrical outlets are mounted no lower than 1'-3" above the floor. High outlets (2'-3" minimum) are recommended for guests with a limited range-of-motion.

Lamp switches are easy to locate and operate. Wall switches or touch controls are recommended.

Reading lamps allow individual guests to adjust the intensity.

Temperature controls are located no higher than 4'-6" above the finished floor.

Where controls do not click or stop at detente positions, tactile markings are provided and referenced in instructions in cassette or other mediums for the visually impaired.

A cassette or other instruction for the visually impaired describes the location of all electrical outlets, including those in the bathroom, as well as the location and operation of controls for heat lamps and other guest-operable equipment.
I. WINDOWS AND PATIO DOORS

The guestrooms have windows, doors, blinds, drapes, and other window treatments that are easy to grasp with one hand. Push button or U-shaped handles are preferred.

J. GUEST BATHROOMS AND RESTROOMS

Restrooms provide maneuvering room to allow guests in wheelchairs to enter, close the door, use the fixtures, reopen the door and exit.

Restroom doors are a minimum of 3' wide with easy-to-grasp hardware.

Bathrooms include a clear turning space, either a 5' diameter circle or a T-shaped clear area.

K. MIRRORS AND ACCESSORIES

The lower edge of the mirrors are no higher than 3'-4".

L. TUBS AND SHOWERS

Tub/showers provide clearances for forward or parallel wheelchair approach.

Tub/shower units include grab bars to assist wheelchair transfer and aid balance.

Showers are equipped with curtains rather than sliding doors. Translucent shower curtains are recommended to increase lighting with the curtains drawn.

Tubs have built-in seats or a portable shower seat is available on request.

Roll-in showers are in accessible bathrooms.

All tubs or showers have an offset single-lever mixing valve, hand-held shower head and remote-control drain.

M. BATHROOM LIGHTING

The overall lighting level in the bathroom is 30 footcandles for safety and mobility.

The lighting level at the vanity allows guests to perform fine hand functions, shave and apply makeup.
N. GRAB BARS AND BATHROOM ACCESSORIES

Grab bars have an outside-diameter of 1-1/4" to 1-1/2" and are mounted 1-1/2" from the face of the wall.

Towel bars, hair dryers, robe hooks, and other accessories are mounted in convenient and accessible location no higher than 4'-6" above the floor.

III. ACCESSIBLE FUNCTION SPACE

MEETING ROOMS

A. In order for a meeting room to be considered accessible the following requirements must be met.

- Meeting rooms are identified in braille and large print at a consistent location.
- All meeting rooms are on ground level or are served by a public elevator or ramp.
- The doorways to the meeting rooms are at least 32" wide.
- The doorways to the meeting rooms have a threshold under 1/2".

B. Are there any meeting rooms that are not accessible based on the above guidelines? yes no

If no, please indicate which meeting rooms and which criteria are not met:

1. 
2. 
3. 

C. When a temporary ramp is utilized to make a meeting room accessible. The ramp should follow the listed guidelines

Is the slope 1:8 or less yes no

Is the ramp permanently constructed? yes no

Does the ramp have a non-slip surface? yes no

Is the handrail present on at least one side? yes no

Is there a 5' level platform on either side of the doorway which is ramped? yes no
D. Describe the ramp if the answer to any of the previous questions is 'no'.

E. Does the facility have auxiliary aids available for persons with hearing impairments? yes no

What is the charge? __________

F. Meeting rooms with permanent seating provide access for participants with restricted mobility to integrated seating locations and speaking areas. If the tables are stationary in any of your meeting rooms, what is the clearance (inches) to the table? __________

G. Meeting room walls are sound-insulated, and finishes and furnishings within the room should use sound-absorbent materials to reduce background noise. Please describe the finishes of any meeting rooms that do not have noise reduction qualities. __________

H. Restrooms Near Meeting Rooms

Public bathroom facilities are handicapped accessible and in close proximity to all meeting rooms.

Accessible restrooms are identified with the international symbol of accessibility and male-female distinction.

The bathroom includes maneuvering clearances for door operation. If the door swings into the bathroom, an overrun space should be provided to allow the wheelchair to clear the swing of the door.

I. Cassette or other instructions for the visually impaired are available on how to find the conference center and meeting room areas. There is a description of the layout for clusters of telephone banks, restrooms and similar facilities.
HOTEL/FACILITY ACCESSIBILITY DIAGRAMS

1A HOTEL PARKING

- Diagram of hotel parking area with dimensions and notes

1B LOBBY / FRONT DESK

- Diagram of lobby and front desk area

A "cut-out" at a registration desk allows for easier communication between staff and short guests or guests in wheelchairs.

- Dimensions and notes related to accessibility
Fig. 3
Wheelchair Turning Specs
2A  DOOR HARDWARE

Lever handle

Hoop-type safety lock

2B  CLOSETS
Wall-mounted telephones should be accessible to guests in wheelchairs. Directories should be conveniently located and a shelf light should be provided to assist guests in reading them. Cords used to attach directories should be at least 2'-0" long so guests in wheelchairs can hold the book close enough to read.
High/low drinking fountains serve ambulatory guests, children, and guests in wheelchairs. The required clear space should be centered on the basin.

Recessed high/low basins are recommended at all locations to serve a range of needs and provide a clear route of travel.
1. Summary of Recommendation(s).

The Task Force on Member Benefits for Disabled Lawyers recommends that it be continued to help coordinate Association compliance with the Americans with Disabilities Act, to assist in identifying the specific needs of members with disabilities, to provide expertise to ABA entities on methods for making ABA programs, benefits, products and services accessible to members with disabilities, and to assist the Board of Governors in implementing such accessibility guidelines as the Board may adopt.

2. Approval by Submitting Entity.

The Task Force on Member Benefits for Disabled Lawyers approved the report with recommendations on June 2, 1992.

3. Previous submission to the House or relevant Association position.

At the February 1991 Midyear Meeting, the House of Delegates adopted Resolution #102, which committed the Association to providing disabled lawyers with membership benefits to the maximum extent feasible. House Resolution #102 also specifically called for the creation of a Task Force to develop guidelines for the implementation of the policy.

4. Need for Action at This Meeting.

Pursuant to House Resolution #102, the Board of Governors mandated that the Task Force present a final
report to it no later than the 1992 Annual Meeting. This Report with Recommendations is that final report.

5. Status of Legislation. (If applicable.)

The first major part of the Americans with Disabilities Act (ADA) took effect on January 26, 1992. Another major phase of the Act came into effect on July 26, 1992.

6. Cost to the Association. (Both direct and indirect costs.)

Continuation of the Task Force for another year will involve a cost to the Association, but the exact cost will depend on the frequency of the members' meetings. The expenses would involve travel reimbursement and office expenses. The continued Task Force would be staffed by existing staff and would not entail any extra staff costs. The projected costs are addressed in the Task Force's Annual Plan for 1992/93.

7. Disclosure of Interest. (If applicable.)

8. Referrals.

This Task Force has had input from all relevant ABA staff representatives at all phases of report preparation.

The Commission on Mental and Physical Disability Law considered the Task Force's Interim Report at the Commission Meeting on April 24, 1992. The Commission unanimously supported the Interim Report and suggested certain recommendations for revisions, which have been incorporated into the Task Force's Final Report.
Simultaneous with submission to Policy Administration, the Task Force is referring its final report to every Association section and division, and to other appropriate entities.

9. **Contact Person.** (Prior to the meeting.)

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10. **Contact Person.** (Who will present the report to the House.)

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