


Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ Ext.: \_\_\_\_\_  
 E-Mail \_\_\_\_\_

Registration Fee received:	By Feb. 25	After Feb. 25
Full Day with Luncheon	\$150.00	\$175.00
Morning Session with Luncheon	\$105.00	\$125.00
Afternoon Session with Luncheon	\$105.00	\$125.00

Amount enclosed: \$ \_\_\_\_\_

- Lunch and Keynote Session is included with both the full day and half day sessions.
- A \$25 processing fee will be deducted from refunds.
- Refunds will not be issued after February 25.
- Personal attendants may accompany individuals attending the seminar but will need to pay \$30.00 for lunch.
- Inform us of any special meal requirements by March 15.
-  Please request disability-related accommodations such as large print, Braille, an ASL interpreter, or an assistive listening device as soon as possible and no later than March 1.
- This is a "scent free" event, in consideration of those who may have a chemical sensitivity. We ask people not to wear perfume, cologne, scented lotions or hairspray, or any other fragrance.

Make your check payable to  
**Disability and Aging Resource Institute** and mail,  
 along with your registration form to:

**Disability and Aging Resource Institute**  
 P.O. Box 82637, Baton Rouge, LA 70884  
 225.766.3305  
 www.acharlesstewart.com

Special hotel room rates are available for those attending the seminar.  
 Call the Best Western Richmond Suites: 800.332.2582

**Disability and Aging Resource Institute**  
**PO Box 82637**  
**Baton Rouge, LA 70884**

**ATTENTION: ADA COMPLIANCE OFFICERS**

## Accommodating People with Disabilities IN THE WORKPLACE

**A seminar for employers, ADA Coordinators,  
 human resources staff, managers, trainers and  
 corporate event planners**

**Tuesday, April 5, 2005  
 8:30 AM – 4:00 PM**



**Best Western Richmond Suites**  
 5668 Hilton Avenue  
 Baton Rouge, Louisiana

This seminar is hosted by the **Disability and Aging Resource Institute** and  
**Everyone's Invited Consulting** and sponsored in part by the  
**Disability Law Resource Project**

## SEMINAR OVERVIEW

The Americans with Disabilities Act (ADA) requires that businesses provide accommodations for applicants and employees with disabilities. For many businesses, understanding when and how they must comply can be complex. This seminar – in an interactive format, designed to hold your interest – will answer your key questions.

### What is required of businesses regarding accommodating applicants and employees with disabilities...

- During the interview process?
- On the job?
- Regarding benefits?
- During meetings and seminars?
- At special events?

### What are the costs and benefits of providing reasonable accommodations?

#### From this seminar you will come away with...

- Practical information and strategies for making accommodations;
- Several low-cost solutions;
- Information regarding tax incentives;
- Knowledge about why making accommodations is “good business;” and
- A directory of local and national resources.

This seminar will include information about how to accommodate people with a range of disabilities, including mobility limitations, deafness or hearing loss, blindness or low vision, learning disabilities, mental illness, and hidden disabilities.

Some FREE follow up technical assistance will be available to participants after the seminar.

The Disability Law Resource Project is a program of ILRU (Independent Living Research Utilization), at TIRR in Houston, Texas. The DLRP is funded by a grant (#H133D60012) from the Department of Education’s National Institute on Disability and Rehabilitation Research (NIDRR) to provide training, materials and technical assistance on the Americans with Disabilities Act (ADA) and other disability-related laws. NIDRR is not an enforcement agency. The information DLRP provides is intended solely as informal guidance and is neither a determination of your legal rights nor responsibilities under the ADA, nor binding on any agency with enforcement responsibility under the ADA and other disability-related laws.

## SEMINAR SCHEDULE

Tuesday, April 5, 2005

8:30 – 9:00 AM  
Registration and Continental Breakfast

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9:00 – 11:30 AM  
Morning Session – Alma C. Stewart  
**Accommodating applicants and employees with disabilities in the workplace**

#### Come learn about:

- How to determine if someone is a qualified person with a disability under the ADA;
  - How the ADA defines reasonable accommodations;
  - Reasonable accommodations for job applicants;
  - Reasonable accommodations for employees;
  - Realistic costs of accommodations and tax incentives; and
  - Special circumstances and safety concerns.
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11:30 – 1:00 PM  
Luncheon – Rachel Kosoy, Keynote Speaker  
**“A Legal Update on Reasonable Accommodations”**

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1:00 – 3:30 PM  
Afternoon Session – Laura Grunfeld  
**Accommodating people with disabilities at seminars, meetings, parties, and other events**

#### Come learn about:

- When and for whom you are required to make accommodations during on-site, off-site, business-sponsored, or other events;
  - Planning and preparing for an event;
  - Evaluating and choosing a site;
  - Setting up the space;
  - Choices for assistive technology, sign language interpreters, and other accommodations;
  - Keeping costs down; low-cost accommodations; and
  - Service animals, chemical sensitivity, emergency evacuation and other subjects.
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3:30 – 4:00 PM  
Networking Session – Seminar Participants

## PRESENTERS

**Alma C. Stewart, R.N., M.A.**  
**Disability and Aging Resource Institute**

Alma C. Stewart, CEO, A. Charles Stewart Consultants, [www.acharlesstewart.com](http://www.acharlesstewart.com), is the founder of the Disability and Aging Resource Institute, a specialized service providing consultation and assistance on matters regarding services for people with disabilities and compliance issues. With experience in both the public and private sector, Alma is a recognized leader in the developmental disabilities field, as an advocate of community inclusion, for her accomplishments and expertise in disability and long-term care policy.

[alma@acharlesstewart.com](mailto:alma@acharlesstewart.com)

**Laura Grunfeld, M.S.**  
**Everyone’s Invited Consulting**

Laura Grunfeld is the founder and principal of Everyone’s Invited. Ms. Grunfeld consults with organizations regarding event accessibility for people with disabilities. With a background in human resources and event management, she was the main architect of the award winning “Access Program” at the New Orleans Jazz & Heritage Festival and has consulted with other businesses large and small, regarding event accessibility planning.

[EveryonesInvited@aol.com](mailto:EveryonesInvited@aol.com)

**Keynote Speaker**  
**Rachel Kosoy, Ed. M.**  
**Disability Law Resource Project**

Rachel Kosoy, Ed.M. is the Deputy Director of the Disability Law Resource Project (DLRP), [www.dlrp.org](http://www.dlrp.org). Ms. Kosoy, conducts training on all aspects of the Americans with Disabilities Act and addresses audiences including individuals with disabilities, businesses, and governmental and educational entities. As Deputy Director, Ms. Kosoy supports a network of agencies and individuals who, on behalf of the DLRP, provide training and technical assistance on the ADA as well as accessible information technology throughout a five state region.

[rkosoy@ilru.org](mailto:rkosoy@ilru.org)

