



Accommodations Protocol at American Society for Aesthetics Meetings

Approved by the American Society for Aesthetics Board of Trustees March 4, 2020

ASA strives to foster accessible spaces during the Annual Meeting and the four divisional meetings. The Secretary-Treasurer, working with the Committee on Discrimination, Harassment, and Respectful Behavior, can help identify if current ASA accessibility protocols will meaningfully support your access needs or if additional accommodations are necessary. The ASA encourages anyone who is interested in attending the ASA Annual Meeting or its four divisional meetings to seek the appropriate accommodations in preparation for the meeting. Persons seeking accommodations are welcome to speak informally with any member of the DHRB, trustees or officers, but are not required to do so.

You are not required to disclose your disability (mobility, auditory, sight, sensory, etc.), mental health diagnosis or identity status (Disabled, Deaf, Autistic, Chronically Ill, etc.), but are welcome to do so if you believe this information will influence the later discussion surrounding your access needs and/or accommodation requests.

For all requests, contact the Secretary Treasurer at secretary-treasurer@aesthetics-online.org at your earliest opportunity, but no later than 60 days before the start of the meeting. Requests can most effectively be supported if they are submitted as soon as possible. An ASA representative will follow up with you, to discuss your needs and identify the best plan moving forward to provide your accommodations. This follow up will occur once the online program is available, normally at least five months before the meeting for the Annual Meeting and about two months before divisional meetings, but you are welcome to email the ASA earlier to discuss your needs sooner. Depending on the accommodation requested, the ASA may need to request your preferred schedule at the meeting. Schedule changes onsite are accommodated as resources permit, but cannot be guaranteed.

The ASA representative will meet you at the onsite registration table and review your accommodations with you and ensure you have access to the supports you need.

If during the meeting you have any questions, comments, or concerns related to any accessibility practices or your accommodations, feel free to contact ASA at secretary-treasurer@aesthetics-online.org

These are a few examples of what accommodations will be available upon request. Feel free to request accommodations outside of the options listed below as well.

- Specific meeting room setups based on your access needs
- Accompaniment by a personal assistant to help navigate the Meeting. ASA will register your assistant as a complimentary guest. Please email secretary-treasurer@aesthetics-online.org to register your assistant (name, city, state, and e-mail address are required for the badge). The

personal assistant will be issued full conference registration and can pick up their nametag at the registration desk.

- ASL interpreter. You will be asked to share which sessions you want to attend so that interpreters can review the presentations and abstracts before the conference. The program for the meeting is normally available on the ASA web site at least five months before the Annual meeting and about two months before divisional meetings.

