

# Accommodations Plan for [Workshop Name]

Dear [Attendee's Name],

We are excited to welcome you to the upcoming [Workshop Name] scheduled for [Dates] at [Location]. In our commitment to providing an inclusive and accessible experience for all participants, we have developed the following accommodations plan:

## Accessibility Options

- Wheelchair accessible venue and restrooms.
- Sign language interpreters available upon request.
- Assistive listening devices will be provided for all sessions.
- Special dietary options available (please notify us of any specific needs).

## Travel and Lodging

For those requiring assistance with travel or lodging, we are happy to help coordinate accommodations within close proximity to the event venue.

## Contact Us

Please feel free to reach out to us at [Contact Information] should you have any questions or require further assistance before or during the workshop.

We look forward to your participation and are dedicated to ensuring a supportive experience for all attendees.

Sincerely,

[Your Name]  
[Your Title]  
[Organization Name]  
[Contact Information]