

Accessibility Information for Our Upcoming Public Speaking Event

Dear Attendees,

We are excited to welcome you to our upcoming public speaking event on [Date] at [Location]. Ensuring that all participants can fully engage in the event is our priority. Below you will find important accessibility information.

Venue Accessibility

- All areas of the venue are wheelchair accessible.
- Designated seating for individuals with mobility challenges will be available.
- Accessible restrooms are located on [specify locations].

Assistive Services

- Sign language interpretation will be provided throughout the event.
- Real-time captioning will be available on screens during speeches.
- Assistive listening devices can be requested at the registration desk.

Contact Information

If you require additional accommodations, please contact us at [Phone Number] or [Email Address] by [RSVP Date]. We are here to help!

Thank you for your attention to these details. We look forward to seeing you at the event!

Best regards,
[Your Name]
[Your Position]
[Organization Name]