



Office of the City Clerk
222 3rd Avenue North
Saskatoon SK S7K 0J5

www.saskatoon.ca
tel (306) 975.3240
fax (306) 975.2784

October 1, 2019

City Administration

Re: Saskatoon Accessibility Advisory Committee Education and Awareness Subcommittee – September 13, 2019 Event follow up meeting details

Something new --- an “Accessibility Education and Awareness Expo” with the theme~ *Saskatoon Shines --- a leader by example* is planned for **SATURDAY May 30, 2020 from 10:00 a.m. to 4:00 p.m.** at the **Shaw Centre 122 Bowlt Crescent.**

Exhibitor and Presenter Information

We extend an invitation to various City of Saskatoon departments to engage with members of the public who have a disability, their families, seniors, veterans, and healthcare professionals. We look for your early response so we can plan for accommodating those who will wish to make verbal presentations and for exhibitors for whom having a “booth”/table will meet their needs. This same invitation is offered to accessibility advocacy groups across Saskatoon. By target marketing of accessibility advocacy groups through use of posters, media, Eventbrite, Facebook event pages, etc we estimate 200-400 members of the public will attend. An invitation will be extended to the media for this event, which may showcase the fine work the city is doing as displayed at the Expo.

Your involvement might be in these various ways:

1. Hosting a booth to offer education and awareness materials, being ready to answer questions, using a table in the Shaw lobby entrance, /or
2. Offering a workshop and/or
3. Providing a speaker using a maximum of 20 minutes to showcase what the department is doing or has done with regards to accessibility. Those wishing to speak must provide in writing the name of the speaker, their title, their department, and a brief outline of their speech, to facilitate an introduction
4. If you submit in writing that you would like the opportunity to be a presenter, and find you must cancel, please advise if an alternate speaker can be found, advising in writing
5. Booths where accessibility education and awareness material and information are available may also be shared between departments.

The time of the Expo is 10:00 a.m. to 4:00 p.m. and you may arrive one hour early for set up and stay one hour for packing up.

Presenters and exhibitors will complete an evaluation form so the Accessibility Awareness Committee has feedback to inform planning for any potential future projects.

To enhance the accessibility experience at the **Accessibility Education and Awareness Expo** information will be included in a printed program as well as hopefully through a QR audiotour compiled by the Education and Awareness Sub Committee volunteers. For these participants with each booth will need to provide a written description of no more than 5,000 characters indicating the department name, and the accessibility education and awareness information available. If possible, please supply an image no larger than 5MB.

The “**Accessibility Education and Awareness Expo**” is a free public awareness event with the marketing, planning, and organising being carried out by the volunteers of the Education and Awareness Subcommittee of the Accessibility Awareness Committee. The event planning and coordination expenses will be met from the budget of the Accessibility Awareness Committee. Materials on display and staffing for the booths is the responsibility of each department requesting the opportunity to be an exhibitor. There are no exhibitor fees charged to participate at this event.

We look forward to you being a part of the 2020 **Accessibility Education and Awareness Expo**. Together we will be **leaders by example**.

Kind Regards

Julia Adamson
Chair Education and Awareness Sub-Committee