
Universal Design for Better Living

Lesson 5: Planning an Educational Event on Universal Design in Your Community



Purpose

This lesson serves as a guide to help in the decision to use an Iowa State University Extension display trailer at an educational event and to provide necessary details to successfully plan and carry out the event.

Background

Development of the display trailers was partially funded by grants from the Iowa Department of Elder Affairs and the U.S. Administration on Aging.

Prepared by Mary H. Yearns, Ph.D., Associate Professor and Extension Housing Specialist, Department of Human Development & Family Studies, Iowa State University, for Iowa Department of Elder Affairs.

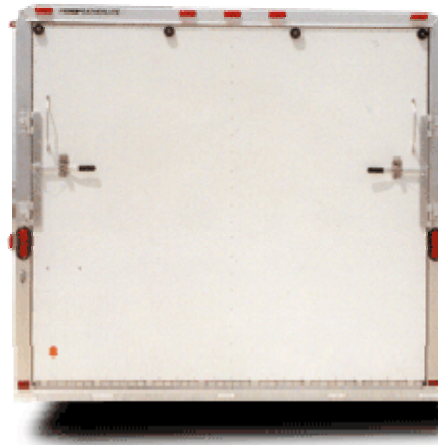
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Background,
continued



Note: Back door of trailer folds down to create ramp that allows everyone to enter, including people who use wheelchairs.

The **Bathroom Display trailer** (24-feet long) was designed by Mary H. Yearns, Extension Housing Specialist, Iowa State University.



Demonstrating transfer shower with lift-off shower seat

The **Kitchen Display trailer** (20 feet long) was a collaborative effort of representatives from three departments at Iowa State University: Andrew Bice, Center for Industrial Research & Service; Mary Yearns, Human Development & Family Studies; and Patrick Patterson, Industrial and Manufacturing Systems Engineering.



Before = Standard kitchen



After = Adapted kitchen with seated work area

Considerations

Decide whether the display trailers are suitable for your educational event, based on these considerations:

- **Will the event attract a large number of people?** Because of the work and cost involved in using the display trailers, they are intended for use at events that attract a large audience, such as health fairs, home shows, and community expos. It will be easier to promote the trailers as part of a larger community event than to recruit an audience for a separate program.
- **Is a suitable location available?** For maximum success, the trailers need to be in a location that is easily accessible, visible, and in the “traffic flow” of potential viewers. The trailers are approximately 30 feet long, including hitch; 8-feet 6-inches wide; and 8-

feet high (not counting space for the pickup that is used to pull them). Other physical considerations include access to water, electricity, and a drain. Usually the trailers will be driven inside a large building for viewing, although they can be used outside in mild weather. The back door of each trailer folds down to create a ramp.

- **Are enough staff and volunteers available to assist with the event?** Volunteers are needed to help staff and interpret the exhibits in the display trailers during the hours of operation. Two to four volunteers are needed in the bathroom exhibit and one or two volunteers in the kitchen exhibit.

Volunteers must be available for a one hour training session before the exhibits are open to the public, preferably early on the day of the event.

Descriptions of Display Trailers

	Bathroom Display	Kitchen Display
Purpose	■ Educational exhibit	■ Research project
Length	■ 24 ft. (30 with hitch)	■ 20 ft. (25 with hitch)
Width	■ 8'6"	■ 8'6"
Height	■ 8 ft.	■ 8 ft.
Furnishings	<ul style="list-style-type: none"> ■ bathroom with transfer shower ■ bathroom with roll-in shower 	<ul style="list-style-type: none"> ■ wall of adjustable, interchangeable, kitchen cabinet modules
Utilities (supplied with trailers)	■ Heavy duty electrical cord provides lights, heat, & air conditioning	■ Heavy duty electrical cord provides lights, heat, & air conditioning

Utilities needed at
event location

Trailer set-up

- Clean water hose supplies lavatories
 - Gray water hose supplies connection for drain
 - Heavy duty electrical outlet (110V, 15 Amp minimum)
 - Fresh water hose connection
 - Drain to empty gray water (if located inside building)
 - Rope off space 15 feet wide by 60 feet long – so that pickup can pull trailer straight into space without backing up. Pickup can be unhooked after trailer is in place.
- Clean water hose supplies sink
 - Gray water hose supplies connection for drain
 - Heavy duty electrical outlet (110V, 15 Amp minimum)
 - Fresh water hose connection
 - Drain to empty gray water (if located inside building)
 - Rope off space 15 feet wide by 60 feet long – so that pickup can pull trailer straight into space without backing up. Pickup can be unhooked after trailer is in place.

Costs

Costs will vary according to the following list. The greater the travel-distance from Ames, the greater the cost. Costs listed are current as of 4/1/08 and are subject to change.

Fixed Costs	Out-of-State	In-State
Security Deposit (refundable if no damage) – Due one month in advance of event	\$400	\$200
Maintenance Fee	\$200	\$100
Variable Costs		
Pickup Mileage (minimum charge/day \$42.70 for 1 ton pickup)	\$0.63/mi	\$0.63/mi
Pickup driver Wages (plus 1.5 overtime pay for more than 8 hrs/day; 1.5 overtime for Saturday and Sunday; 2.0 overtime for Holidays)		
• University truck driver	\$27/hr	\$27/hr
• P&S staff	\$37/hr	NA
• Faculty	\$65/hr	NA
Driver Travel Expenses	Hotel/Meals	Hotel/Meals
Training staff/volunteers to set up, tear down, and operate exhibit (2-3 hours)		
• By P&S staff	\$37/hr	NA
• By faculty	\$65/hr	NA
Exhibit space rental fee, including rental of 1 table (size: 4' to 6'), 3 to 4 chairs, table skirt, and table coverings	??	??
Cost of admission or parking tickets for drivers, staff, and volunteers	??	??
Duplication of handouts – print copies needed from Web site below	??	??
Plants to accessorize exhibits. Red, white, or green plants go best with décor.	??	??

Publicity

■ See examples on **ISU Extension Web site on**

“Universal Design and Home Accessibility”

www.extension.iastate.edu/universaldesign

(Click section on “Resources from Iowa State University”)

- Recruit local sponsors to assist. Some sponsors may want to have a special time for selected groups to view the displays prior to public viewing times.
- Invite media representatives, builders, public health agencies, Area Agencies on Aging, hospital staff, etc. to help promote event.
- The community event featuring the display trailers might be the culmination of a series of five lessons on various aspects of universal design and home accessibility. To develop interest in the final event, some communities have used the “gadget kits” with community groups, in TV programs, health fairs, etc., during the months leading up to the main event.

Volunteer Recruitment & Training

- Volunteer recruitment is the responsibility of the local community planning team. The displays cannot be operated without local assistance.
- Volunteers who enjoy visiting with the public are needed to demonstrate the features in each display trailer and encourage people to handle the assistive devices in the bathrooms or try out different configurations in the *universal design* kitchen.
- Volunteers should read and review background materials on *universal design* on the **ISU Extension Web site on “Universal Design & Home Accessibility”** to prepare for training session.
- ISU staff will provide on-site training for volunteers before the display trailers are open to the public, preferably early on the first day

of the event. **This is required for volunteers and local staff who will be assisting with the displays.** Volunteers will learn about the basics of *universal design* and about the items/features in each room. They will have more confidence to share their knowledge with the public if they have a chance to see/study the exhibits and background information before the actual event.

Handouts

(Print out copies as needed from the **ISU Extension Web Site on "Universal Design & Home Accessibility"**):

www.extension.iastate.edu/universaldesign

- **"Where to Get Gadgets and Gizmos,"** UDBL 2
- **"The Essential Bathroom,"** UDBL 5
- **"The Welcoming Home,"** ISU Extension Publication, Pm 1804
- **"Update Your Home for a Lifetime of Living,"** ISU Extension Publication, Pm 1824

Background Information

Read/review the following information from the ISU Web site on Universal Design & Home Accessibility):

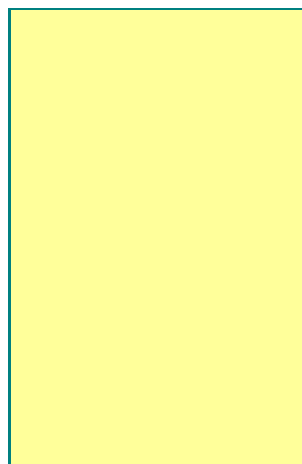
- Section on **definitions**
- **Resources from Iowa State University:** Browse lessons on Universal Design for Better Living
- Browse other sections of the web site: **building & remodeling; gadgets & gizmos; laws & regulations.**

Timeline

4-6 Months

Four - six months before event

- Recruit sponsors and collaborators.
- Determine that site is suitable for showing display trailers and schedule event. If possible, select space that pickup can pull



trailer in straight, rather than backing into space.

- Identify costs for exhibit rental space, travel expenses, tables, chairs, table skirts, flowers, etc.
- Determine costs for display trailers.
- Schedule display trailers with ISU
- Recruit volunteers
- Develop promotional materials

Timeline
2-3 Months

Two - three months before event

- Send out promotional materials, including newspaper releases, newsletter items, and flyers.
- Contact radio and television talk show hosts; volunteer to talk about *universal design* event; could demonstrate *universal design* gadgets
- Develop schedule for volunteer training and staffing

Timeline
1 Month

One month before event

- Send out follow-up promotional materials
- Confirm arrangements for display trailers with ISU
- Send out reminder for volunteers to review background materials. If they don't have access to ISU Web Site, mail appropriate information

Timeline
2-4 Weeks

Two-four weeks before event

- Print, staple & assemble handouts for number of participants expected

Timeline

Week of Event

	<ul style="list-style-type: none"> <input type="checkbox"/> Purchase/borrow flowers to accessorize exhibits <input type="checkbox"/> Make name tags for volunteers <input type="checkbox"/> Review background information on Web site <input type="checkbox"/> Study information on handouts <input type="checkbox"/> Confirm with volunteers time & place for training & staffing exhibits <input type="checkbox"/> Confirm with ISU staff details for trailer location, hookups, etc. <input type="checkbox"/> Confirm with exhibit site arrangements for tables, chairs, table skirts
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Timeline	Day before event
Day before Event	<ul style="list-style-type: none"> <input type="checkbox"/> Rope off area for trailer, so that other vehicles won't block the space.

Timeline	Day of event
Day of Event	<ul style="list-style-type: none"> <input type="checkbox"/> Wear comfortable shoes—you will be doing lots of standing <input type="checkbox"/> Bring handouts & supplies, including blank tablet to record names & addresses of participants <input type="checkbox"/> Be on hand to direct staff to appropriate parking space <input type="checkbox"/> Provide name tags for volunteers <input type="checkbox"/> Assist ISU staff with training session for volunteers

Follow Up	Complete "Instructor Evaluation Form," attach
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list with names and addresses of participants, and return to Mary Yearn (see address below).

Pay bill that you will receive for transportation costs from ISU.

Contact

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