

2025 Digital Pedagogy Lab

# Accessibility and Inclusion Package



## Digital Pedagogy Lab

February 18–20, 2025

Kwantlen Polytechnic University, Richmond Campus  
8771 Lansdowne Road, Richmond, B.C.



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# Introduction

Welcome to the Digital Pedagogy Lab!

This document aims to provide you with important details about accessibility, inclusion, our venue, and the event being held at the Kwantlen Polytechnic University (KPU), Richmond Campus. If you have questions, please contact us at [events@bccampus.ca](mailto:events@bccampus.ca). We are committed to ensuring your experience at the Digital Pedagogy Lab is pleasant and fulfilling.

## Accessible Practices and Procedures

### Accessibility Requests

We personally manage each request and work directly with you to ensure your specific needs are met. If you have particular needs or preferences, you can communicate them in the registration form or contact us directly. We will be in touch to work with you.

### Neuroinclusivity

At our events we strive for neuroinclusivity to create an environment that supports individuals with diverse neurological needs. This includes help with our registration process, a personal venue tour, a buddy system during the event, sensory meals, and quiet spaces. Please let us know if there is something we can do to support you.

### Alternative Formats

We are dedicated to ensuring our information is accessible to everyone, and we understand you may require alternative formats to standard print to access information. We offer correspondence, reports, and other documents in alternative formats on request, including:

- Hard copy or email
- Large print

If you request another format, we will do our best to ensure your needs are met.

### Computer-Assisted Real-Time Translation and American Sign Language

We provide sign-language interpreting (American Sign Language) or computer-assisted real-time translation (CART) on request. All recorded assets include captioning.

### Assistive Devices

Many attendees use personal assistive devices to aid them in their daily lives, including communication, cognition, personal mobility, and medical aids. Our organization works closely with our audio-visual providers to ensure attendees have access to the necessary equipment. Additionally, all our event spaces are equipped with microphones and a house PA or speakers to help facilitate clear and accessible communication.

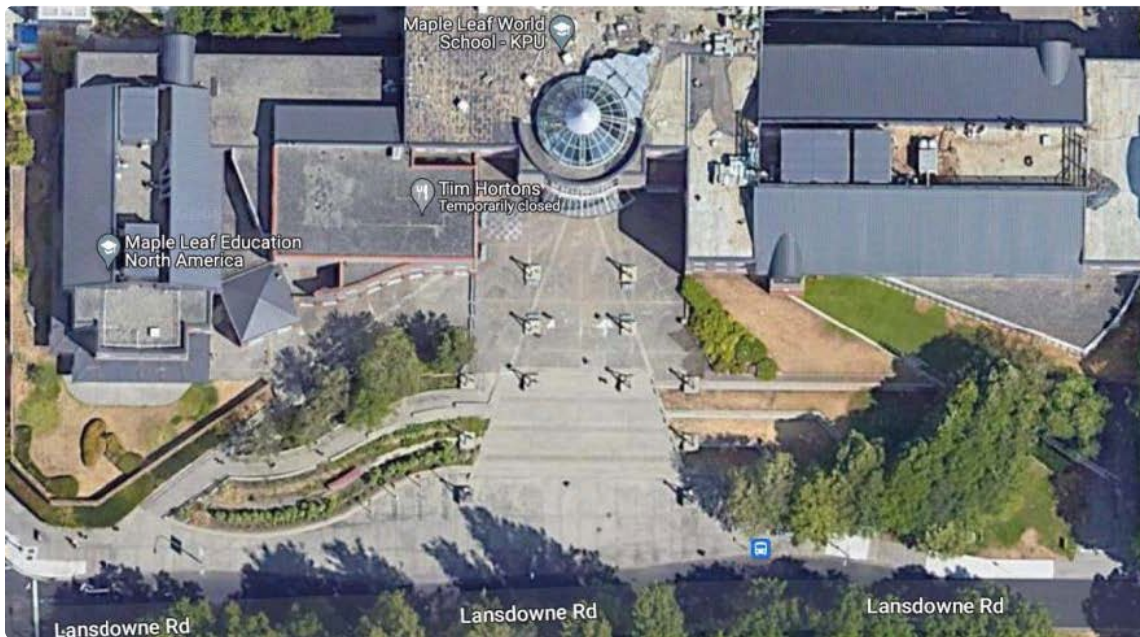
## Support Persons

We recognize individuals with disabilities may require a support person to assist them with communication, mobility, personal care, or medical needs. We allow attendees with disabilities to be accompanied by a support person at our events. The support person may be a paid professional, volunteer, family member, or friend and does not need to have any special training or qualifications. There is no fee for the support person; they are sponsored by BCCampus. To ensure we accommodate catering needs, please inform us during registration if you will be accompanied by a support person.

If you do not have a support person but require extra assistance, volunteers and event staff will be available to assist during the event.

## Support Animals

Service animals are essential for some individuals with disabilities and include dogs trained to assist people who are blind, hearing-alert animals for those who are deaf or hard of hearing, and animals trained to detect and prevent oncoming seizures. Service animals are always welcome at our events, in accordance with the law.



KPU has several grassy areas for guide-dog potty breaks. The closest to our meeting space is just outside the Main Building, Lansdowne Street entrance.

If these options do not work, we are happy to discuss providing puppy pee pads or transportation to a park.

## Seating

We implement dedicated easy access and accessible seating for all in-person events. This includes seating in proximity to entrances and exits and near speakers, ensuring all attendees have an equal opportunity to fully participate.

### Easy Access Seating

These seats are for people who want a spot near the front or by a door for any reason.



### Wheelchair Seating



## Sensory Bags

Sensory bags will be available to borrow from our event registration desk. Each sensory bag has a range of items to help you feel comfortable and supported, including a weighted blanket, noise-cancelling headphones, various fidget toys, a colouring book, and gum.

In the meeting area itself, you will find a small basket of fidget toys on the tables. Free to play and fidget, but please leave behind for the next fidgeter.

## Lap Blankets

We understand venue temperatures can be unpredictable, so we've got you covered. We offer fluffy lap blankets to help you stay comfortable. You will find these blankets placed throughout the venue. If you are feeling chilly, please grab one.

## Frequent and Extended Breaks

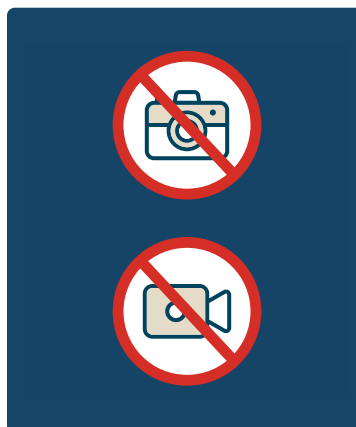
We prioritize the health and wellness of our attendees by including frequent and extended breaks in our event schedules. We often adjust the start and end times to allow for more time between sessions, and we provide longer breaks than typical conferences to give attendees time to rest, recharge, and network. By doing so, we hope to create an environment that promotes learning, collaboration, and well-being.

## Affordability

At BCcampus we organize events in a non-profit, cost-recovery format and strive to keep registration fees low or free. To achieve this, we collaborate with post-secondary institutions for venue spaces and receive in-kind support, which helps cover costs and enables us to provide free registration for students and those who may need assistance. If your organization is interested in supporting one of our events, please reach out to [events@bccampus.ca](mailto:events@bccampus.ca).

## Photography Opt-Out Option

From time to time, a photographer is present at in-person BCcampus events to capture images to be shared on our digital properties and promotional materials. Attendees are always able to decline the media release of photos. Red lanyards denote an attendee who does not want to be photographed. When we provide events in a hybrid format (in-person and live streaming) we provide dedicated tables that are out of camera shot. Please look for these signs on tables that are out of camera range.



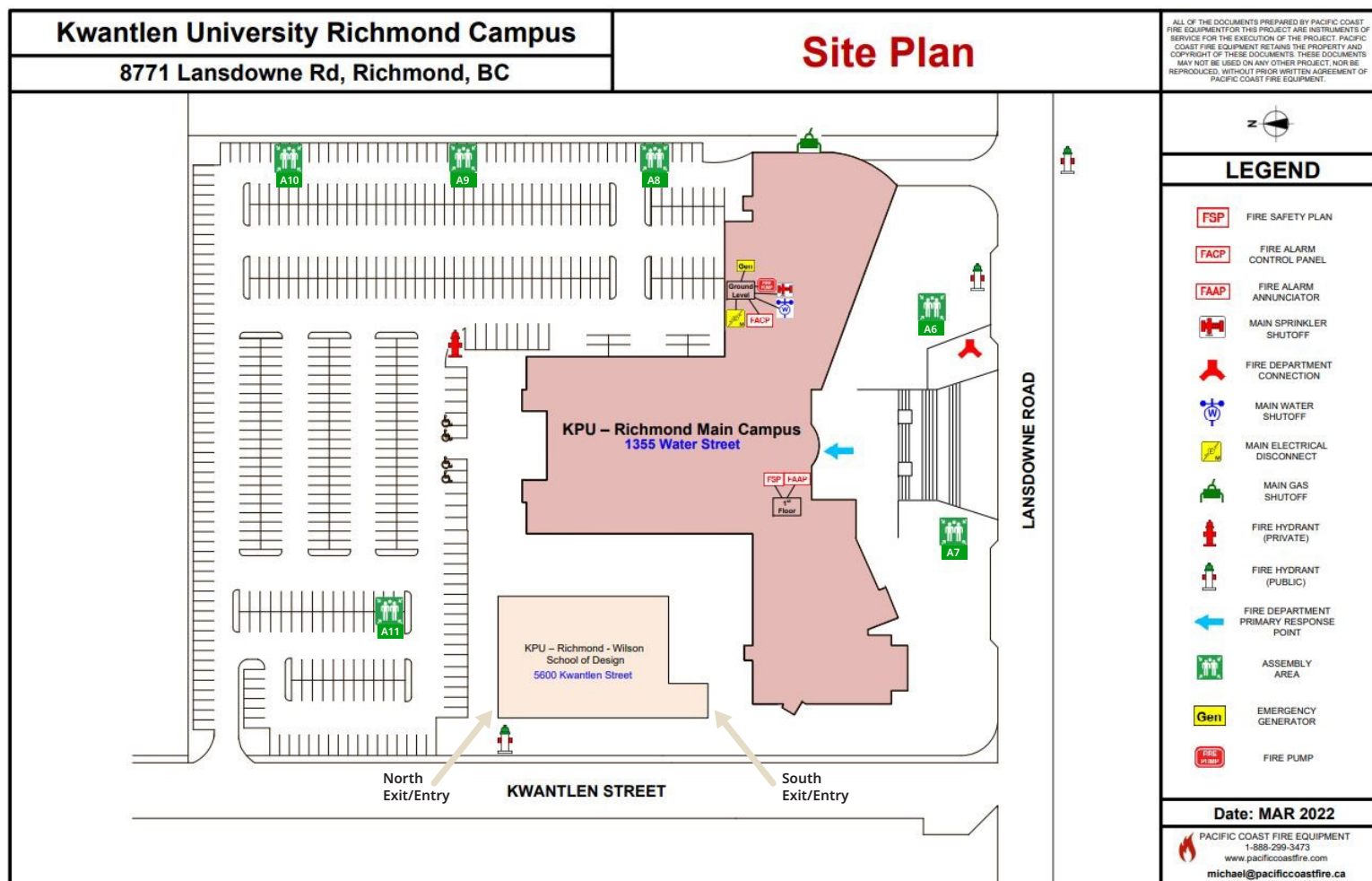
# Code of Conduct and Incident Reporting

The [BCcampus Events Code of Conduct](#) is an important aspect of creating a respectful and safe learning environment for all attendees, speakers, sponsors, organizers, and volunteers. However, we understand sometimes incidents occur. The incident reporting process is equally essential to ensure violations of the code of conduct are addressed promptly and effectively.

Attendees can report incidents or violations by visiting the registration desk or emailing us at [events@bccampus.ca](mailto:events@bccampus.ca). The interview process will be conducted in a private, secure, safe space to ensure confidentiality.

## Safety, Security, and Emergency Procedures

In case of an emergency, we have dedicated staff to help you evacuate. KPU fire warden staff are visible in yellow vests to direct the evacuation. Please exit the building by the nearest doors and head to the nearest assembly area.



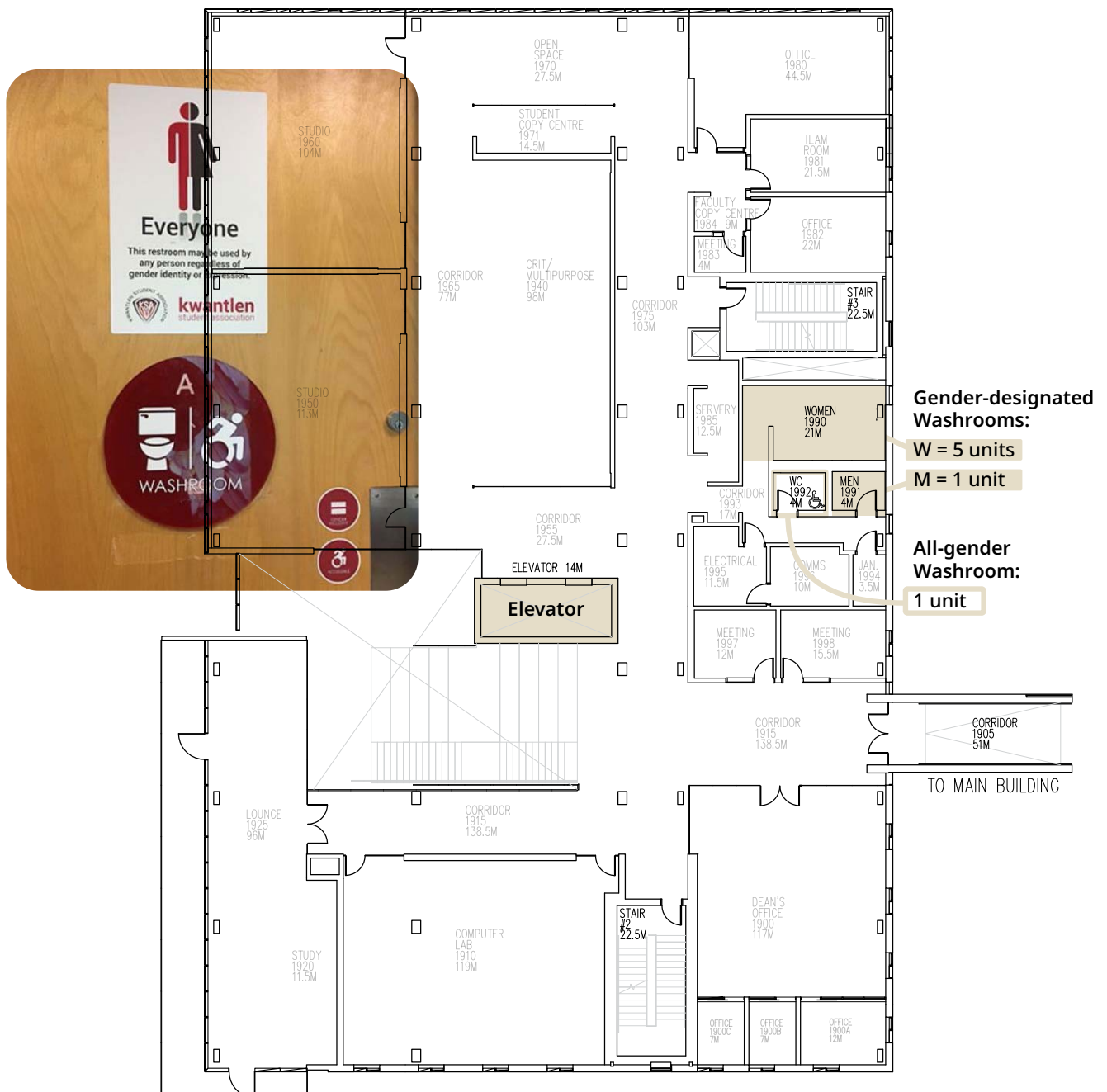
# Venue Information

KPU Richmond has two buildings, the Wilson School of Design and the Main Building. Our event is being held on the fourth floor in the Wilson School of Design building.

## Inclusive Washrooms

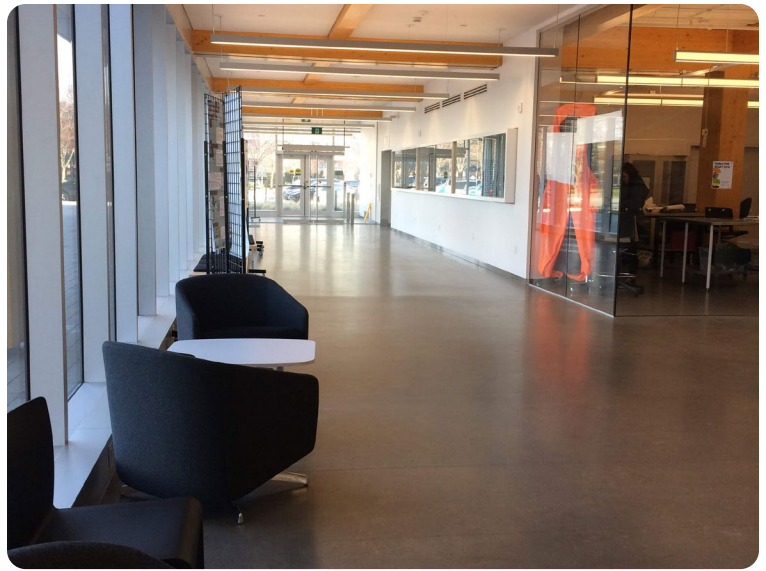
Universal and barrier-free washrooms are located on the first floor near room 1993 in the Wilson School of Design building.

## KPU - First Floor: Quantities and Distribution of All-gender and Gender-designated Washrooms



## Flooring

The Wilson School of Design has seamless laminate throughout the venue. Please be mindful of potential rain water or water spills as this may create a slipping hazards.



## Chairs

The standard seats across the campus are molded plastic chairs. These chairs are not on wheels and will need to be pulled out. Please let us know if you require another type of seating, and we will do our best to provide another option.



## Light

Our main plenary space has an abundance of natural light. The blinds can be adjusted to control the amount of light that enters the space. If you need a dimmer environment, please let us know.





# Sights, Sounds, and Engagement

KPU is a bustling university with many staff and students navigating corridors. Upon arrival, expect a lively atmosphere, but we do not anticipate any disruptive noises or harsh lighting. Inside our session spaces it is generally quiet.

## Points of Entry

The Wilson School of Design has two main entrances. Your travel/transportation will determine which entrance is best. Please refer to the map to find the best way from your arrival point.

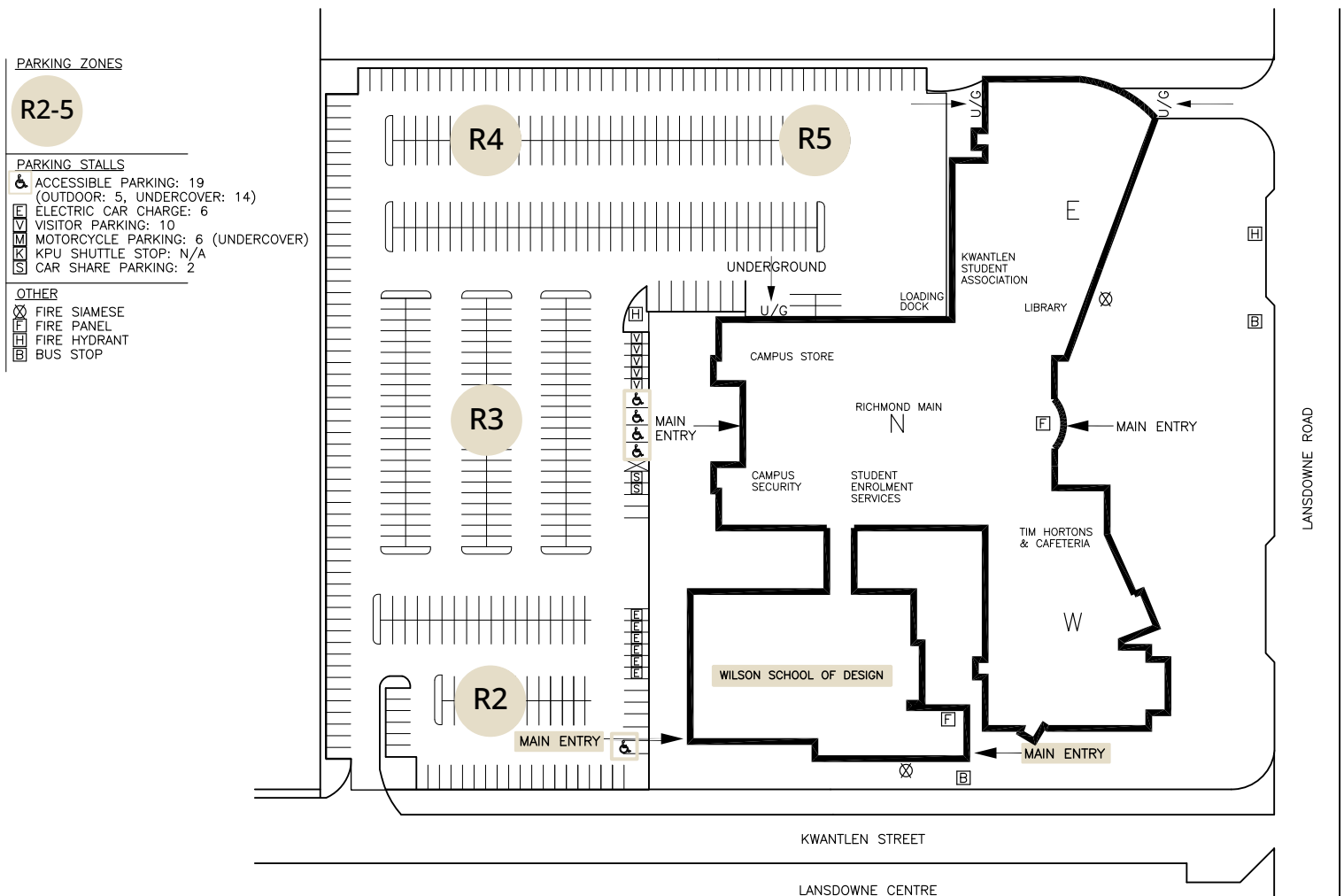
## Parking

The Richmond campus has two parking areas, one on ground level and one underground parkade. Parking costs \$5.00 for the day. You may pay with credit card, coins (\$0.25, \$1, and \$2 coins only), the [SMRTpass app](#), or the [PayByPhone app](#).

## Accessible Parking and Spaces

If you have a handicapped placard, *parking is free in the marked handicapped spaces only*. If you park in a regular stall, you are expected to pay.

## KPU - Points of Entry and Parking Map



## Wi-Fi

Wi-Fi services are available to KPU guests at the event. To gain access, you will be prompted to enter your phone number, after which you will receive a text message that contains a numeric code. Once you enter the code, access will be granted, and you will be able to enjoy the service for 24 hours. Following the expiry of the access period, you will be required to log in again. If you have any difficulties, our team is available to provide assistance. You may connect to [Eduroam](#) if you have this account set up.

## Text for Service

We understand that sometimes it's not easy to flag down event staff or ask for assistance in a crowded room so we have introduced our convenient and discreet 'Text for Service' feature. For your comfort and convenience, simply send a text to Christy Foote, events manager, at 778-999-0310 with your request, and our event team will discreetly handle your needs. Whether it's a question, a special request, or assistance of any kind, we're here to make your experience seamless and stress-free. Your comfort is our priority, so feel free to text us anytime during the event, and we'll take care of the rest!

# Social Events and Installations

## Social Event

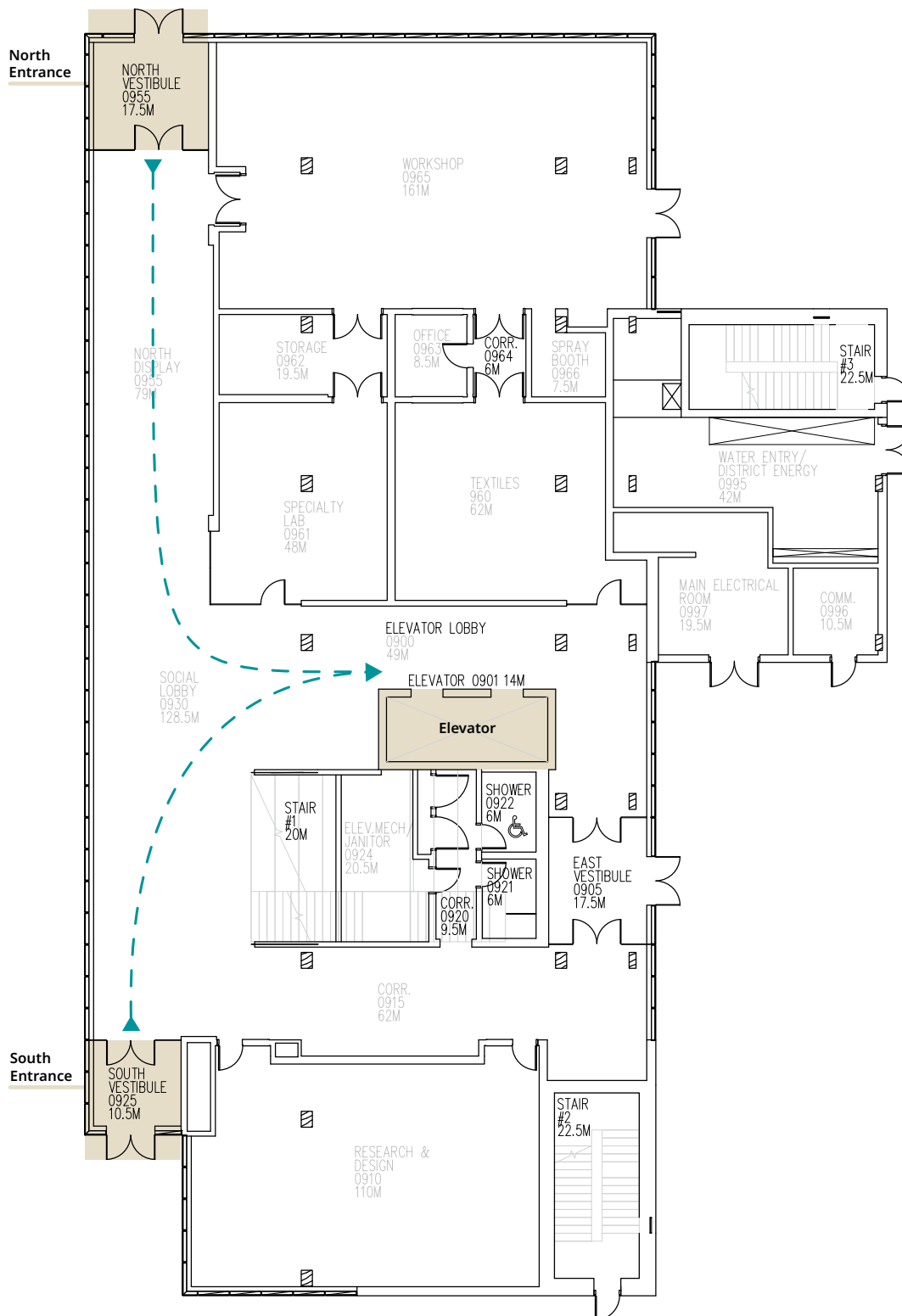
Join us for an informal social event right after the sessions in the Wilson School of Design room 4900. Attendees will receive two complimentary drinks tickets and appetizers. Non-alcoholic beverages will also be provided.

We offer complimentary taxi vouchers when you leave the social event. Please don't drink and drive.

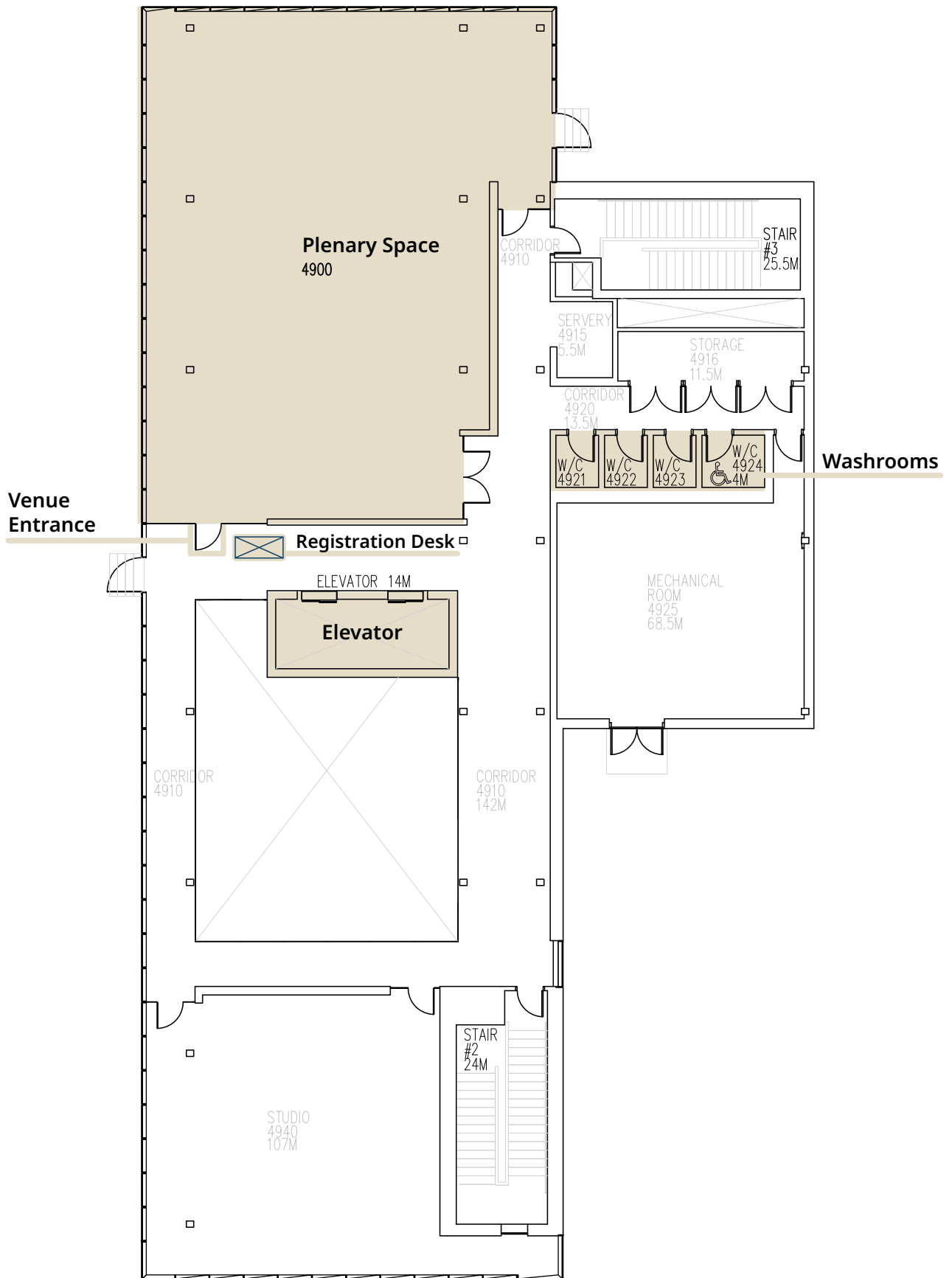
# Maps

The following accessibility-focused maps indicates staircases, elevators, access paths, and accessible washrooms.

## KPU Richmond - Ground Floor Map



# KPU Richmond - Fourth Floor Map



# Getting to KPU Richmond Campus

Please visit the [KPU - Parking & Transit](#) webpage for maps and directions.

## SkyTrain

The Richmond campus is located at 8771 Lansdowne Road, Richmond, just east of the Lansdowne Centre, less than 10 minutes' walk from TransLink's Lansdowne Station. SkyTrain lines, maps, and schedules are available on the [SkyTrain website](#).

## TransLink Bus

Every TransLink bus can hold up to two wheelchairs or mobility aids, but not all bus stops are accessible. TransLink advises that you plan ahead using its [Trip Planning tool](#) or call Customer Information at 604-953-3333 to find the nearest accessible bus stop to your starting point or destination.

To board the bus with your wheelchair or mobility aid, your dimensions should not exceed the following:

Length: 122 cm (48 in.)

Width: 61 cm (24 in.)

Weight: 273 kg (600 lbs.) (Combined weight including the transit rider and mobility aid)

These dimensions include all add-ons such as bumpers, wheel bars, and baskets. Three-wheel scooters in these dimensions may fit, but some four-wheel scooters may not because of their wider turning radius.

## Taxi Services

### Richmond Taxi

604-272-1111

### Garden City Cabs

604-233-1111

# Contacts for Wheelchair Rental and Repair

### [101 Mobility \(Richmond\)](#)

604-256-5575

### [HME Home Health \(Richmond\)](#)

604-821-0075

Cell: 778-654-7792

### Advanced Mobility

604-293-0002

# Out and About in Richmond

## Airport

Vancouver International Airport is located on Sea Island in Richmond, 12 kilometres from Downtown Vancouver. Find information on getting to and from the airport on the [Vancouver International Airport website](#).

## Harbour Air Seaplanes

[Harbour Air](#) is a scheduled floatplane service and tour and charter airline based in Richmond. Harbour Air specializes in routes between Vancouver, Nanaimo, Victoria, Sechelt, Comox, Whistler, and the Gulf Islands.

## Car Rental

Richmond has several car rental companies, including [Enterprise](#), [AVIS](#), and [Hertz](#).

## Hotels

As Richmond is an airport city, there are several hotels in the area. We recommend [La Quinta Inn by Wyndham](#) and the [Richmond Sheraton Hotel](#), which are both close to our venue.

## Parking

Richmond has a mix of short- and long-term metered parking. Payment can be made by coins or by downloading the [PayByPhone app](#).

## SkyTrain

SkyTrain is the rapid transit system in Metro Vancouver. To access the service, purchase a ticket or load a prepaid card. Visit the [SkyTrain website](#) for maps and information.

## Entertainment

- [Richmond Museum](#)
- [River Rock Casino and Show Theatre](#)

## Shopping

- [IKEA Richmond](#)
- [Lansdowne Centre](#)
- [Designer Outlet Mall](#)

## Restaurants

- [Flying Beaver Bar & Grill](#)
- [Shanghai River Restaurant](#)

# Contact Us

General questions

[events@bccampus.ca](mailto:events@bccampus.ca)

Christy Foote, events manager

[cfoote@bccampus.ca](mailto:cfoote@bccampus.ca)

BCcampus support team

[support@bccampus.ca](mailto:support@bccampus.ca)

BCcampus communications team

[communications@bccampus.ca](mailto:communications@bccampus.ca)

# Feedback

As we are always learning. We welcome feedback and suggestions on this document.

Please email [events@bccampus.ca](mailto:events@bccampus.ca).



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# Digital Pedagogy Lab

British Columbia

