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## Welcome Message

Hello and welcome to the 41st Annual Spring Conference on the Teaching of Writing! We are excited to welcome you to our home campus. We are committed to incorporating accessibility into the event, and this guide exists to provide information about accessibility options, issues, and affordances at the conference. If you have any questions about the information in this guide, or have any accommodation requests you'd like to make, please contact the Conference Committee ([springwritingconference@odu.edu](mailto:springwritingconference@odu.edu)) or Conference Director Jenn Sloggie ([jsloggie@odu.edu](mailto:jsloggie@odu.edu)).

We are thrilled to have you at ODU!

### Regional 4C's 2019 Accessibility Committee

This accessibility guide was created by members of our English Department in 2019 in preparation for our campus hosting the 2019 Regional Conference on College Composition and Communication. It has been revised for the purposes of our Spring Writing Conference by Jenn Sloggie, 2020 Conference Director. Thank you to the members of the original accessibility committee: Megan Boeshart, Violet Strawderman, Megan Weaver, and Ruth Osorio.

Many thanks to the tutors at the ODU Writing Center for writing image descriptions and to D'An Ball for proofreading!

### Land Acknowledgement

We acknowledge that we are on the traditional territory of the Powhatan Confederacy, Tsenacommacah, Chesapeake, and Nansemond peoples. To recognize the land is an expression of gratitude and appreciation to those whose territory you reside on, and a way of honoring the Indigenous people who have been living and working on the land from time immemorial. It is important to understand the long standing history that has brought you to reside on the land, and to seek to understand your place within that history. Land acknowledgements do not exist in a past tense, or historical context: colonialism is a current ongoing process, and we need to build our mindfulness of our present participation.

### Slavery Acknowledgement

We cannot separate the history of our university or community from the history of colonialism and slavery in the United States. Four hundred years ago, the first enslaved Africans were brought to Point Comfort--just sixteen miles from ODU. We acknowledge the legacy of slavery in this area and the blood, sweat, and tears of enslaved people that soak the earth below our feet in Hampton Roads, Virginia. This legacy persists today, as we continue to work toward racial equity, liberation, and community here in Norfolk, VA.

# Before the Convention

## Local Area and Weather

Norfolk is one of nine cities that make up the Hampton Roads metro area. The city is bordered by several bodies of water, including the Elizabeth River and the Chesapeake Bay, which accounts for its extensive network of bridges and tunnels for transportation. As it is at sea level, we might expect some flooding if and when it rains. During the convention dates, expect an average high of 55 degrees, an average low of 38 degrees.

## Accessible Presentations

We can all be access advocates! Before the convention, please ensure that your presentation is as accessible as possible to a wide range of bodies and minds. You may consider passing out access scripts of your talk, describing the images in your PowerPoint presentations aloud, and using common language throughout--such simple moves can powerfully expand the reach of your work to people who see, hear, and express in different ways. [Composing Access](#) provides several resources for developing accessible presentations ([link here](#)) and enacting access throughout your conference experience ([link here](#)).

# Getting Here

## Airport

Norfolk International Airport (ORF)  
2200 Norview Avenue  
Norfolk, VA 23518-5807

Phone: 757-857-3351

Fax: 757-857-3265

Email: [info@norfolkairport.com](mailto:info@norfolkairport.com)

[www.norfolkairport.com](http://www.norfolkairport.com)

Airport Brochure PDF which includes a terminal map:

[https://www.norfolkairport.com/sites/default/files/pdfs/Airport%20Brochure\\_Apr15.pdf](https://www.norfolkairport.com/sites/default/files/pdfs/Airport%20Brochure_Apr15.pdf)

## Other Contact Information

Airport Parking (Recorded Message) 757-857-3340

Airport Police 757-857-3344

Lost + Found 757-857-3223

TTY Phone for the Hearing Impaired 757-857-3872

**Lactation Room**

Lactation Rooms are located in the Main Lobby and Concourses. Rooms are equipped with a rocking chair, changing table, sink and multiple outlets to give nursing parents comfort and privacy.

**Parking Lots and Garages**

Access ramps to accommodate wheelchair travel are located at both short-term parking lots flanking the airport terminal as well as long-term parking lots and garages. Convenient parking spaces are reserved for the handicapped in all parking lots and garages. Disabled patrons are permitted to park free of charge for the first four (4) hours in our short-term parking lots only. After the first four hours, prevailing rates apply. Short-term parking rates: \$1.00 for each half hour (or any part thereof) with a maximum daily rate of \$24.00.

**Departures and Arrivals Terminals**

Ramps are available curbside at both complexes.

**Doors**

Terminal entrances and exits on both Arrival and Departure sides are equipped with automatic double doors; door widths are designed to easily accommodate wheelchairs.

**Elevators**

Elevators are conveniently located throughout the Main Passenger Terminal, Arrivals (baggage claim) Terminal, and parking garages. All elevators are identified with the standard graphics used to designate handicapped facilities and are equipped with raised markings on the control buttons.

**Restrooms**

All restrooms feature one cubicle with a raised toilet seat designed primarily for non-ambulatory use. Their dimensions are wide enough to accommodate a wheelchair, and are equipped with handrails. Restrooms are also equipped with full-length mirrors and low-level paper towel dispensers/hand dryers. Family restrooms are located in the Arrivals Terminal, Main Lobby and Concourses. Lactation Rooms are located in the Main Lobby and Concourses. Rooms are equipped with a rocking chair, changing table, sink and multiple outlets to give nursing parents comfort and privacy.

**Drinking Fountains**

Water fountains throughout the terminals are positioned at a level comfortable for use from a wheelchair.

**Wheelchairs**

Upon request, the airlines will provide wheelchair assistance. Wheelchairs can be reserved in advance by calling the airline carrier on which you plan to travel. Wheelchairs can also be obtained upon arrival at the passenger terminal.

Wheelchair accommodations and skycap assistance can be pre-arranged by calling the airlines:

Allegiant - 705-505-8888

American - 800-433-7300

Delta - 800-221-1212

Frontier - 801-401-9000

Southwest - 800-435-9792

United - 800-241-6522

### **Passenger Loading Bridges**

The use of terminal-to-plane passenger loading bridges permits direct access to and from the aircraft, in most cases, without the necessity of ascending or descending steps between plane and terminal. Contact your airline to inquire about special lift capability for their aircraft in the event of ground loading.

### **Mobility Aids**

Walkers, crutches, and canes may be taken aboard the aircraft. Service dogs are normally allowed to travel on the plane with you. Call the airline in advance to verify their policy and to make arrangements. Continuing efforts are being made at Norfolk International Airport to insure that travel procedures for all passengers may be accomplished with maximum ease and safety.

### **TTY Telephone**

A TTY (text telephone) is available and accessible 24 hours daily in the Norfolk Airport Authority Police dispatcher's office (basement level in the main terminal). The local phone number is 757-857-3872.

### **Ground Transportation**

Wheelchair accessible vehicles are available upon request with at least a 48 hour notice. This service is provided by James River Transportation through an independent operator who is insured and is properly licensed through the State of Virginia. For information on rates and reservation, contact James River Transportation toll free at 866-823-4626.

Additional Information regarding facilities at Norfolk International Airport for travelers with disabilities may be found at [AccessibleVirginia.org](http://AccessibleVirginia.org).

Skycaps provide curbside check-in services for Delta and Southwest at Norfolk International Airport. They also provide baggage transport assistance and wheelchair assistance for all passengers within the terminals and to and from parking lots and garages.

### **Service Animal & Pet Relief Areas**

A pet relief area is located outside the south ticketing lobby, Main Passenger Terminal.

## Amtrak Station

The Norfolk train station (<https://www.amtrak.com/stations/nfk>) is located approximately 5 miles (15 minutes) from the university. Its accessibility features include a barrier free accessible platform, accessible restrooms, ticket office, waiting room, water fountain, and parking, and an available wheelchair lift. The station does not have vending machines, an ATM, wifi, or an elevator.

### Reservations & Customer Service

1-800-USA-RAIL

1-800-872-7245

### TTY

1-800-523-6590

Hours: Monday-Thursday 5:00 AM - 9:30 PM

Friday & Sunday 5:00 AM - 10:30 PM

Saturday 5:00 AM - 11:30 PM

### Local Address

Harbor Park, lot D

280 Park Avenue

Norfolk, VA 23510

## Greyhound Station

Greyhound Customer Service Representatives will waive the convenience fee for people who experience disability, but according to their website, you will need to confirm “that your inability to book electronically is due to your disability.” Greyhound also offers additional support for people who experience disability-related problems, which may be accessed using the following links: [ADA.support@greyhound.com](mailto:ADA.support@greyhound.com) or <https://www.greyhound.com/en/help-and-info/travel-info/customers-with-disabilities>

National Customer Service Phone Number 1-800-752-4841

TTY/TDD: 1-800-345-3109

Spanish/Español: 1-800-531-5332

Hours: Monday–Sunday, 12:00 a.m.-11:59 p.m.

### Local Address

701 Monticello Ave

Norfolk, VA 23510

## Driving and Parking

Norfolk, VA and the local region of Hampton Roads has its own driving culture and quirks. To get to Norfolk from outside of coastal Virginia, drivers will likely have to drive through a tunnel to get here. There is often traffic at the tunnels. Anecdotal suggests that the best time to drive through them is 10AM-1PM. The main tunnel to Norfolk, the Hampton Roads Bridge Tunnel (I64), does not charge tolls. The Portsmouth/Downtown tunnel does require tolls. The tunnels charge drivers either via the driver's FastPass/EZPass or by taking a picture of the car's license plate and sending an invoice later. The toll is either \$2.20 or \$1.79.

Drivers tend to speed in Norfolk and treat speed limits as a suggestion.

ODU is located on Hampton Blvd., a very busy six-lane street. ODU and the City have devoted resources to making Hampton Blvd. a safer street for pedestrians, but it can still be an intimidating road to cross. Attendees staying at the hotel and planning to walk to the conference space will likely cross Hampton Blvd. on 45th St. This intersection has a long wait for the walk sign to turn on. There are crosswalks and pedestrian crossing lights but no audible crossing signal on 45th St. If you walk two blocks north to 47th St., there is an audible walk sign. Pedestrians are given 36 seconds to cross Hampton Blvd. If you would like a crosswalk buddy, please contact the accessibility chair and committee beforehand.

## On-Campus Parking

To secure a parking pass for an accessible space, contact Rob Grandon in Parking Services. He can be reached at 757-683-5649 or [rgrandon@odu.edu](mailto:rgrandon@odu.edu).

The closest parking garage to the Webb Center is on 49th Street. It's right across the street. The closest parking garage to Perry Library is on 43rd Street. Both garages have elevators, but the elevator in the garage on 43rd Street can sometimes take longer to get to the different floors and sometimes is out of order. Attendees with an accessible placard can park on the first floor of the garage.

## Getting Around Locally

### Bus System

Hampton Roads Transit (HRT) offers regularly scheduled routes around Norfolk. For a complete list of schedules and services, please visit their website (<https://gohrt.com/>). In addition to their regular bus system, the transit system offers a paratransit service (<https://gohrt.com/paratransit/>). The paratransit system requires an application process and ID.

Customer Service Phone Number  
(757) 222-6100

Customer Service Hours of Operation  
Weekdays 5:00 a.m. – 7:00 p.m.  
Saturday 7:00 a.m. – 7:00 p.m.  
Sunday 8:30 a.m. – 5:00 p.m.

Customer Service Address  
509 E. 18th Street Norfolk, VA 23504

## Car Services

Hampton has two main taxi companies that are jointly owned: Black and White Cabs of Norfolk (<https://www.norfolkblackandwhitecabs.com/>) and Norfolk Checker Taxi (<https://www.norfolkcheckertaxi.com/>). Both companies have been serving the Norfolk area for over 60 years and are open 24 hours a day, 7 days a week, 365 days a year. Both companies have wheelchair accessible vehicles upon request. Call 757-853-7777 to request a cab or download the following app: <https://www.appacab.us/>

## Getting around Campus

### The Webb Center

The Webb Center is the heart of ODU's Norfolk campus. Workshops, the keynote, and panels will be hosted at various spots in the Webb Center.

### Entrances

Webb Center has several entrances all around the building; four of those entrances include ramps. The ramps zig zag back and forth, and the turning radius is tight. Although the ramps have traction tape, they can still be quite slippery when wet.

Here is a map of the accessible entrances to Webb Center.

<https://www.odu.edu/content/dam/odu/offices/institutional-equity-diversity/docs/maps/WebbCenter.pdf>

For the workshops, the closest entrance is the one looking out at Kaufman Mall. For the keynote and panels, the closest entrance is at the back (facing the Diehn Fine and Performing Arts Center).





Image 1: Webb Center entrance ramps have metal railing and traction tape. Ramps zig zag back and forth.



Image 2: Side entrance of the Webb Center from Kaufman Mall has several rows of steps with metal handrails. The entrance is the closest to the workshops in Webb Center.

### **Service Animals**

There is outside space for service animals to relieve themselves surrounding the Webb Center.

### **Getting from Point A to Point B**

The Webb Center is notoriously difficult to navigate. ODU Conference Services and our conference organizers will be posting signage to direct attendees to different conference locations within Webb. The Webb Center also has a map, which can be useful to navigate the space. <https://www.odu.edu/life/gettinginvolved/webb/map>

### **Carpet Pattern**

Much of the Webb Center is tile flooring. In the River Rooms, where most of the panels will be taking place, there is grey carpet with light yellow and slate grey lines. The carpet is neutral and not particularly busy in terms of color or design.





Image 3: River Room grey carpeting with yellow and slate grey lines. This carpeting is used in the rooms where panels will be held.

### **Restrooms**

All restrooms feature a designated accessible stall. Most restrooms in Webb also include changing tables. There is an accessible gender neutral bathroom outside of the Norfolk Room, close to the North Café.

### **Food and Basic Supplies**

The Webb Center features several food chains and a small convenience store, including drinks and basic over-the-counter medicine options. Other than the Pizza Hut, the restaurants and store in Webb will be open 10AM-5PM during the conference. More information about on-campus dining can be found here: <https://olddominion.campusdish.com/en>.

### **Lactation Room**

Webb Center has a lactation room that we have reserved for our conference. The lactation room is located on the second floor in the CDS (Career Services) Interview Room 2220. This room

does lock and has a privacy blind as well. Career Services also has a fridge for milk storage that conference attendees may use.

### **Quiet Room**

The Quiet Room will be located in the York River room. In the Quiet Room, attendees can find a quiet, calm space away from the noise, lights, and other stimuli of conference spaces. This room may be used for silent prayer. The Quiet Room is not available for conversations or meetings, nor should it be used as a work space.

### **Perry Library**



Image 4: Front entrance to the library. The doors on the right are controlled by the automatic door opener located left of the right side doors. There are two sets of doors in order to enter the library. Ramps are located to the left and right sides past the second set of doors.

### **Address**

4427 Hampton Blvd

Norfolk, VA 23529  
757-683-4178 (phone)

**Map**

<https://www.odu.edu/content/dam/odu/offices/institutional-equity-diversity/docs/maps/PerryLibrary.pdf>

**Entrances**

Perry Library has several accessible entrances, at the front of the building and on both sides. The entrance next to the 43rd St. garage has ramps and a set of stairs. The door visible at the top of the ramp is open and unlocked during library hours. The door at the top of the stairs [see picture below] is locked at all times.





Image 5: Perry Library entrance located near the 43rd St. garage. The side entrance has both ramps and stairs. Following the ramp will lead to a door on the right hand side. The door right next to the steps is always locked.

Indoor ramps to enter the Learning Commons are on the sides of the stairs of the main entrance, though the ramps are accessible from any entrance.



Image 6: Left hand side ramp when entering the Perry Library from the front entrance. There is a mirrored ramp on the right hand side, as well. While the paths to the ramps are usually clear, sometimes furniture may be moved by students using the study area located near the ramp.

### **Signage**

Most library signage for accessible door openers is easily visible, especially from the front entrance. However, door opener visibility on the side entrances is not as easily visible, but is on the left side of the door for both side entrances.

**Elevators**

There are several elevator locations in the library. The most easily accessible from the conference rooms are in the hallway behind the conference rooms.

To access the conference rooms, use of the elevator will not be necessary. However, the lactation room and several study rooms are located on the second floor.

**Restrooms**

Perry Library has several sets of restrooms. The closest restrooms to the conference rooms are in the back hallway. Down the left side of the hallway are Men and Women multiple stall bathrooms. The stalls can be very tight, including the accessible bathroom. There are also two larger, private, gender neutral bathrooms down the right side of the hallway. These restrooms have much more room and are more accessible, especially for those using a wheelchair or scooter.





Image 7: Private, gender neutral bathrooms. Bathroom includes hand railing, toilet paper, and paper towels that are all at accessible levels. These bathrooms are much more accessible and have more room than the multi-stall Men and Women restrooms.

### **Wheelchairs and Scooters**

All library entrances are accessible via wheelchair or scooter. Currently, there are not any hazards via sidewalks that should inhibit the use of wheelchairs or scooters. We recommend using the private, gender neutral bathrooms in the back hallway on the right, as the other bathrooms do not really have enough space for a wheelchair or scooter.

### **Service Animals**

Service animals are allowed in the library. There are several grassy areas near the library, including right outside the main entrance for service animals to relieve themselves.

### **Quiet Room**

There is not a designated quiet room in the library. However, during the summer, the upper floors of the library are quiet and there are various seating around the floor, especially near the back windows near the elevators. Conference attendees can also use an unoccupied study room if desired.

### **Lactation Room**

The lactation room is located on the 2nd floor of the library in room 2018. To access the room, contact the Library help desk on the 1st floor, or call the help desk at 757-683-4178. A valid ID is required to obtain the key to use the lactation room. There is only one key available, so only one person may use the lactation room at a time unless multiple conference attendees ask for the key together.

### **Parking**

Accessible Parking side lot. 43rd St.

Parking garages on 43rd St.

### **Conference Rooms**

<http://guides.lib.odu.edu/c.php?g=502823&p=3441138>

## **Lodging**

Those wishing to attend both days have two main options for lodging: the SpringHill Suites by Marriott and the residential halls. More general information about the lodging options and booking can be found on the conference website: <http://cccc.digitalodu.com/lodging/>.

### **SpringHill Suites by Marriott**

Address

4500 Hampton Boulevard, Norfolk, Virginia 23508

SpringHill Suites by Marriott is located across the street from campus. The reduced price for this conference is \$119. To receive this rate, attendees [must use this link](#). To guarantee this rate online, attendees must book by February 20th. After that, attendees will need to call and book over the phone to receive this rate. To request an accessible room, call 757-423-4100 to make your reservation. If booking online, be sure to call within 24 hours after booking to make note of the need for an accessible room.

### **Building Access**

The hotel does not offer a shuttle service; however an estimated taxi drive to the Norfolk airport is approximately \$20.

The hotel offers self-service parking which is available in the adjacent parking garage (Constant Center North Garage D). The first floor of the parking garage is reserved for hotel guests and has accessible parking. There are two accessible parking spots right outside of the main hotel entrance, apart from the garage, available on a first-come first-serve basis.

The only automatic door entrance to the hotel is through the main entrance (east side of the building). Other entrances include the Monarch Sports Recovery Grill on 45th street, an entrance on Hampton Blvd, and an entrance between the parking garage and the main entrance; however, each of these have to be opened manually.



Image 8: The main entrance, and the only automatic entrance, of the Springhill Suites by Marriott is on the east side of the building next to the parking garage.

### **Common Areas**



The hotel lobby has a tile floor in a square pattern near the registration desk. The rest of the lobby floor is carpeted in a dark green pattern. Immediately upon entering the lobby, there are three lounge chairs to your left. Behind the chairs, you will find the business center and the dining room for the continental hot breakfast. There are a few tables and chairs throughout the dining area which could make it difficult to navigate through some spaces, and the breakfast bar is at standard height.



Image 9: The lobby has a beige and white square pattern tile flooring and a busy blue and green carpeting that extends into the dining area. The front desk is on the right hand side after entering using the main entrance. Several green chairs are on the left side, facing the front desk.



Image 10: The dining area has several colors of chairs and a busy green and blue carpeting. Many of the tables and chairs are close together, likely making navigation with a wheelchair or scooter difficult.

The elevators are located near the center of the hotel, across from two bathrooms. Both bathrooms (male and female respectively) have push doors, two stalls, and grab bars in one of the two stalls.

The fitness center and spa area are near the elevators. The fitness center has cork flooring. The pool has a self-operated lift.





Image 11: The small fitness center has cork squares flooring. There is a stationary bike, two treadmills, a stair climbing machine, a weight bench, and several sets of weights within the fitness center.



Image 12: The hotel has an indoor pool that includes a self-operated pool lift.

### **Guest Rooms**

All accessible guest rooms have 32 inch wide openings (no automatic doors) as well as lowered peepholes, electrical outlets, and deadbolts. Flashing door knockers are available upon request. All accessible bathrooms have grab bars and adjustable height hand-held shower wands. Some accessible guest room bathrooms have roll-in showers (though there is a small lip) and some have a stand-in shower with a lowered tub height.





Image 13: Guest rooms commonly have two beds with white linens and three pillows. The carpeting consists of green and yellow lines pattern that may be disorienting.





Image 14: Accessible bathrooms in the Springhill Suites by Marriott include a roll in shower with hand rails, a hand-held shower head, and a shower chair. There is also hand railing near the toilet.



Image 15: Springhill Suites by Marriott bathrooms with only a shower have a lower shower lip, making it easier to get in and out of the shower, if a roll in shower is not required.

### **Service Animals**

Service animals are allowed in the hotel. There are some grassy areas around the building for pets to relieve themselves; however, there are no waste pick-up bags or designated trash cans.

## **Local Health Information**

### **AA and NA Meetings**

Local AI Anon and NA meeting times change each month. Below are the links to more information about meeting times and locations.

**VA Al Anon website:** <https://aavirginia.org/>

**Tidewater NA website:** <https://tidewaterareana.org/index.html>

**Tidewater AA website:** <https://www.tidewaterintergroup.org/>

**General NA website, link for 'Finding Meetings':** <https://www.narcotics.com/na-meetings/>

## Pharmacies

### Walgreens

**Address:** 810 W 21st St, Norfolk, VA 23517

**Phone:** (757) 623-7213

Open M-Sun, 6 AM - 12 AM

### CVS

**Address:** 3717 Hampton Blvd, Norfolk, VA 23508

**Phone:** (757) 533-9134

Open M-Sun, 7 AM to 12 AM

**Hague** (local pharmacy near campus)

**Address:** 400 Gresham Dr, Norfolk, VA 23507

**Phone:** (757) 622-0222

Open M-F, 8:30 AM to 5:30 PM