

Accessibility Guidelines for Presenters and Session Chairs

American Educational Studies Association Conference 2014

For Chairs:

- As much as possible, survey the room for physical accessibility
 - Are the aisles wide enough for a wheelchair to pass through?
 - Is there wheelchair accessible seating in several locations in the room (not just the back)?
- Provide an alternative other than a raised hand to audience members to indicate their desire to ask a question/make a comment (finger wiggling, eye-contact, verbal indication).
- Require all participants (including audience members) to use a microphone when speaking. If people resist using the microphone, helpfully remind them about the need to be accessible to all participants. This means that microphones are needed in all session rooms.
- Remind presenters to speak slowly enough for sign language interpreters to perform their role.
- Remind presenters to use captioning on all videos and describe all visuals (overheads, PowerPoint slides, video, etc.).
- Encourage and help presenters to follow the guidelines below.

For Presenters:

- Make handouts and presentation materials (PowerPoint) available electronically and/or in advance
- Provide alternative formats for handouts and presentation materials:
 - large print (size 18-20 font)
 - digital copies in Word or RTF format, or in text-based PDF format (that are screen-reader accessible)
 - screen-reader compatible CDs
- When presenting:
 - Be aware of your audience by speaking clearly, at a moderate pace, and facing the audience so that individuals can see your lips.
 - Use microphones and ask panellists and audience members to identify themselves when speaking.
 - Spell out complicated names and/or terms; provide ASL interpreters with a text of the paper so they can become familiar with complicated terms.
 - While it may be common practice for presenters to read their papers, please be aware that lack of eye contact and/or the inability to see your face and mouth/lips may make your presentation inaccessible to some. Make attempts to look up throughout your presentation.
- When using visual-based materials in presentations:
 - Remember to orally describe the visually presented contents (picture, film, etc.) (or) to arrange narrators who provide oral descriptions to individual participants with vision impairments if a large portion of presentation time involves visual presentation.
 - Caption audio/visual materials (visual, artwork, pictures, etc.) within presentation materials
 - Ensure that PowerPoints are clear and that distractors (flashy graphics, etc) are minimized
- Try presenting with multiple modalities. Even if your preference is an oral reading of a paper or prepared presentation it is helpful to support the linguistic piece with visual representation of text.
- Invite people to stand up or stretch, especially during longer sessions.