10 ACCESSIBILITY GUIDELINES FOR PRESENTATIONS

We ask you to bear in mind the diversity of our conference and your audience. We invite you to think about issues of privilege and injustice and to reflect on the inclusion and exclusions of your presentation. Here are some suggestions for ensuring that you are as inclusive as possible in your presentation:

1. We ask you to bear in mind the diversity of our membership and your audience. The conference spans many disciplines, experiences, cultural communities, and learning styles.

2. Avoid all scented products while at the conference.

3. Bring a few print copies for audience members who would like to follow along with you. Offer large-print copies (17-pt. or larger) of your full presentation and handouts at your session (feel free to add a disclaimer: "Please do not distribute without the expressed permission of the author" and include your name and contact information).

4. Avoid reading your paper.

5. Present at a comfortable pace that makes possible accurate sign language interpretation.

6. Avoid using jargon.

7. Allow time for eye contact and spelling proper names and terminology.

8. Provide audio description of visual images, charts and video/DVDs, and/or open or closed captioning of films and video clips.

9. Presenters should speak directly into the microphone. Do not cover your mouth when speaking.

10. If you incorporate PowerPoint slides into your presentation: use a high contrast colour scheme (i.e. white background, black font or the reverse); use a templated slide format; use a sans-serif font, such as Arial, and maintain a large font size; provide minimal text on each slide (only a few points); incorporate audio description of all images, graphs, charts on your slides.

Source: Society for Disability Studies