

Tips for Making your Presentations More Accessible and Inclusive

We are committed to fostering an inclusive conference that prioritizes accessibility and wellness for all participants. Be flexible, generous, and willing to accommodate an array of accessibility needs during your presentation, panel, or workshop, and be open to conversations and suggestions.

More information about accessibility at CASCA 2024 can be found at <https://blogs.ubc.ca/casca2024/accessibility/>. This tips sheet will be posted there for easy reference.

Tips for Presenters

Provide access copies.

Access copies are individually printed and/or digital copies of presentation documents (PowerPoint slides without notes, prepared papers, outlines of presentation, etc.) that are made available to audience members prior to a presentation for people to directly follow during the presentation. Consider bringing three printed copies of your presentation, even in draft form, for the use of members who wish or need to follow a written text. If you would like assistance in printing access copies, you may email PDF copies of your documents to Natalie Forssman (natalie.forssman@ubc.ca) by 7am on the day of your presentation, and I will bring them to your presentation for you. Here's some tips to follow when creating access copies:

- Use large-print format for access copies (14- to 16-point font size).
- Avoid coloured papers.
- Indicate to your audience whether you want the documents returned at the end of the presentation.

Introduce yourself.

- The first time you speak, state who you are, any affiliations, and, optionally, a brief description of yourself.

Speak slowly during your presentation, use your microphone, and encourage others to use the microphone.

- Always speak into your microphone and ensure that members of the audience who participate in the session also speak into a microphone.
- This will allow d/Deaf and hard of hearing individuals as well as English as a second language attendees to more fully engage.

Describe your images, visual aids, and handouts, and provide ample time.

- Consider the possibility that persons in the audience may be blind.
- If there is an image on your slide which you are speaking about, describe the image in a few words for your audience.
- Allow ample time when referring to a visual aid or handout or when pointing out the location of materials.

Tips for Panel Chairs and Workshop Organizers

In addition to the above tips for presenters, panel chairs and workshop organizers can help make session more accessible by:

Ensure that aisles are kept clear

- This allows access to the room for persons who may be using wheelchairs, canes, crutches, or motorized vehicles.

Begin with a land acknowledgement.

- There are many ways to recognize the place we are in.
- The University of British Columbia Okanagan campus is located on the traditional, ancestral, and unceded territory of the Syilx Okanagan People.
- The Okanagan Syilx Research Guide has many resources to guide your learning while at the conference: <https://guides.library.ubc.ca/OkanaganSyilxResearchGuide>

Turn off the projector when it is not in use.

- This reduces background noise and helps focus audience attention on the presenter.

Ensure that presenters and audience members asking questions are using microphones and orienting their bodies such that their faces and gestures can be seen by the audience when they are speaking.

Further Information

- You may wish to review guidelines for creating accessible presentations, including guidelines for creating image descriptions, guidelines on how to create and confirm an accessible PowerPoint, Word Document, and PDF, guidelines for accessible virtual presentations, and more: <https://americananthro.org/accessibility/>
- These tips were adapted from the American Anthropological Society's website. In addition to many useful resources, they provide a glossary of common accessibility terms that you may find useful to guide your further learning: <https://americananthro.org/accessibility/common-accessibility-terms/>