Guidelines for Accessible Presentations

As you prepare your ISCHE presentation, we ask you to bear in mind the diversity of our membership and your audience. ISCHE spans many disciplines, nationalities, languages, cultural communities, and learning styles. Think about issues of privilege and injustice and reflect on the inclusions and exclusions of your presentation.

ISCHE strongly encourages participants to abide by the principles of accessibility in academic presentations which often have unintended benefits for everyone.

Here are some suggestions for ensuring that you are as inclusive as possible in your presentation:

- Do not assume that your audience understands the national and cultural context of your research.
- Bring the materials you need on a USB flash drive. Internet access may not be available in your presentation room.
- 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).
- Speak loudly, clearly, and at a comfortable pace that makes possible interpretation and/or translation, and that is accessible to audience members who do not share your language.   At the same time, vary the tone and level of your voice. (Such variety will help keep the entire audience stay engaged.)
- Avoid using jargon and allow time to spell proper names and terminology.
- Provide a verbal description of visuals, including images, charts, and video clips.
- If you incorporate Powerpoint slides into your presentation:
. use a high contrast color 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).
    . to the fullest extent possible, text should be displayed in large and bold letters.
    . repeat all questions or statements from the audience. (This technique is helpful for everyone.) Try to have one person speak at a time, and try to identify the speaker so the listeners will know who is talking.
- If a sign or language interpreter is in your session, remember to give the interpreter room and time to work. When interacting with a person using interpretation services remember to always speak to the person and not the interpreter
- When not using an overhead projector, turn it off. Reducing background noise helps focus audience attention on you, the speaker.

ISCHE also invites you to be considerate of all Conference participants by avoiding the use of all scented products while at the conference.