Presentation Organizers
AUCD Guidelines for Accessible Presentations 2008

For Organizers/Moderators: Preparing Accessible Presentations
1. Prior to the meeting, request that presenters make their presentations and handouts universally accessible to all attendees. See the AUCD Accessibility Guidelines for suggestions
2. E-mail copies of AUCD Conference Presentation Accessibility Guidelines to panelists well in advance of the meeting to facilitate accessible presentations and handouts
3. Prior to the meeting, encourage presenters in your session to post their presentations on the AUCD meeting website so they will be available to attendees during and after the conference
4. Remind presenters to provide a copy of their presentations/slides to sign language interpreters if present
5. Make sure that there is enough light in the room for sign language interpreters to be easily seen. Avoid a totally dark room.

For Organizers/Moderators: Conducting Accessible Meetings
1. Ask if meeting attendees are able to see and hear the presentation, or if anyone requests alternate handout formats
2. Remind attendees who attend the poster sessions to check for tacks on the floor that could puncture a wheelchair or scooter tire
3. Help AUCD ensure a meeting that is accessible to all by monitoring alternative formats available from presenters, as well as tracking of alternative formats actually used by attendees

Moderator Points for Delivering an Accessible Presentation
1. At the beginning of the meeting, Moderators should remind presenters to distribute their handouts in alternative formats to attendees who need them
2. Presenters should always describe slides briefly. For example: "This slide covers these three key points…" "This graph illustrates these key points."

3. Avoid pointing to something on the slide and using words like "this, that, these, and those", unless you indicate what "this" means. Example: This map shows..., These results indicate...". <u>Not</u> "This shows..."   People who can't see you pointing to a slide don't know what "this" used alone means
4. Presenters should speak directly into the microphone. Do not cover your mouth when speaking
5. Presenters should speak clearly at a moderate pace. This practice promotes understanding in the audience and allows sign language interpreters or CART transcribers time to translate what you are saying

<u>Emergency Preparedness</u>
Hotel personnel do not give out emergency information in advance for security reasons. Moderators with emergency concerns in their sessions should contact the Conference registration desk to obtain this information.