

ACCESSIBILITY GUIDELINES FOR PRESENTERS

Pacific Rim Conference on Disabilities, Honolulu, Hawaii

In order to ensure that the Pacific Rim Conference is fully accessible to all participants, we require that presenters bring with them alternative formats of all written and audio-visual materials. We also ask that presenters consider a wide variety of learning styles when conducting their presentations. Please observe the guidelines below while preparing your presentation. Your observation of these guidelines will impact the review of future proposals to the Pac Rim conference.

Summary of Materials to Bring

- **One Braille, large print, and disk/CD ROM copy of all handouts and power points/overheads**
- **20 regular print copies of power points/overheads**
- **Vocabulary list**
- **Transcript of audio/audio-visual material**
- **Open-Captioned video (required), audio-described (suggested)**

Handouts, Power Points and Overhead Slides

- Please make available, at the time of your presentation, at least one copy of *each* of the following formats for all written and Power Point/Overhead material:
 - Large print
 - Braille
 - Diskette or CD ROM
- When using Power Point Slides or Overheads, please remember to verbally describe each slide as you view it, and to read aloud specific points as you refer to them.
- We would also recommend that you bring at least 20 regular print hard copies of your Power Point slides and Overheads and make them available to all members of your audience.

Presentation Vocabulary and Pace

- Please bring with you several copies of a list of key vocabulary that you will be using in your presentation and be prepared to provide this list to a sign language interpreter, notetaker, Real Time Captioner, or other member of your audience upon request.

- It is always a good idea to pace your presentation moderately, and to thoroughly explain key vocabulary and concepts. However, please be especially aware of the pace of your presentation when there is an interpreter or Real Time Captioner present. In some cases, you may be asked to slow down your presentation to ensure that it is properly captured.

Audio and Audio Visual Materials

- Please have available a print transcript of all audio and audio-visual materials. All audio-visual materials must be Open-Captioned. We also encourage you to have your audio-visual materials audio described.

Use of Assistive Listening Devices (ALDs)

- You may be asked to wear an assistive listening device (ALD) microphone during your presentation. This microphone transmits your speech to a receiver worn by a person with a hearing impairment or learning disability. Please clip or hold the ALD microphone about six inches from your mouth. During co-presentations, or during questions or discussion from the audience, remember to pass the microphone to each speaker and remind speakers to refrain from speaking until they are holding the microphone.
- Please refrain from making comments about the ALD microphone that draw unnecessary attention to the person wearing the receiver, apart from simply informing the audience that they will be required to speak into the microphone when asking questions or making comments.
- Be aware that if there is a PA system set up in the room where you are giving a presentation, someone who uses an ALD may be accessing their device via the PA system. In this case, all speakers must speak into the PA microphone when asking questions or making comments.