

## Accessibility best practices for conferences

### General tips:

- Provide your PowerPoint slides and/or speaking notes to the organizing committee in advance, so they can make them available to attendees who would benefit from having physical copies
- For visuals used in printed documents, refer to those visuals in-text and describe the details of the visual; if the visuals are used in digital documents, always provide alt-text
- When speaking in a session, always use a microphone – asking the audience whether they need you to use it may force someone with a disability to out themselves unnecessarily
- Make sure that table formatting in MS Word is used only for tabulating quantitative data, not qualitative
- Ensure that you use a large font in any displayed visuals; you should also ensure that images are high resolution
- Time your talk in advance to be sure it is at or under the provided time; some attendees may rely heavily on breaks for a variety of reasons
- Aim to be scent-free while at the conference
- Employ a variety of visual, auditory, and physical ways of presenting information
- Speak at a slow pace to allow your audience to keep up with the material being presented

### Online resources:

*Planning an Accessible Conference* (AccessibleCampus.ca): <http://www.accessiblecampus.ca/wp-content/uploads/2016/12/A-Planning-Guide-for-Accessible-Conferences-1.pdf>

“How can you make your presentation accessible?” (University of Washington: Disabilities, Opportunities, Internetworking, and Technology): <https://www.washington.edu/doiit/how-can-you-make-your-presentation-accessible>

*Accessible Communications Policy* (Government of NL; see “Appendix B” and “Appendix C” for instructions on accessible documents): [https://www.cssd.gov.nl.ca/disabilities/pdf/Accessible\\_Communications\\_Policy.pdf](https://www.cssd.gov.nl.ca/disabilities/pdf/Accessible_Communications_Policy.pdf)

*Understanding Accessibility in Digital Learning Materials*: [https://www.youtube.com/watch?v=2H3GVEk4\\_d0](https://www.youtube.com/watch?v=2H3GVEk4_d0)

*A Personal Look at Accessibility in Higher Education*: <https://www.youtube.com/watch?v=PQGFshzLPXE>

“Recommended Practice Resources” (The National Center on Disability and Access to Education): <http://ncdae.org/goals/resources3.php>