



Guidelines for Session Chairs and Presenters

at Meetings of the American Society for Aesthetics

Approved by the American Society for Aesthetics Board of Trustees March 4, 2020

It is the desire of the American Society for Aesthetics to make all meetings accessible to the widest range of people possible. Please pay special attention to members of the audience with disabilities. Be aware that registrants with disabilities are to be given priority seating. Every session room should be set with cutouts for wheelchair users. If you are a chair or presenter requiring specific accommodations please contact ASA directly via email to secretary-treasurer@aesthetics-online.org at least 60 days prior to the meeting.

Preparing Your Presentation

For those using PowerPoint, the ASA suggests the following guidelines for creating accessible PowerPoint.

- Please consider the guidelines for Accessible PowerPoints: <https://support.office.com/en-us/article/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25>
- Another good source for helpful guidelines: <https://www.swarthmore.edu/sites/default/files/assets/documents/academic-advising-support/Accessible%20Presentations.pdf>
- Regardless of the presentation app you use, please consider these suggestions. Every situation is different and these are suggestions only, not mandates:
 - Describe the content of graphic slides orally during your presentation.
 - Have sufficient text descriptions of graphs and tables for presentations posted online or sent digitally.
 - If using video, make sure the video is captioned.
 - Use very large bold font for headings.
 - Please take into account accessibility in preparing your slides so that all can read them.

During Your Presentation

Every situation is different and reasonable accommodations are all that is being suggested. These are recommendations, not mandates.

- Try to make eye contact with the audience and avoid monotone and/or rushed speech, which can make it difficult for many people to absorb the ideas in a presentation.
- Avoid turning away from the audience while speaking.
- In roundtables and discussions, only one speaker should talk at a time.

- As requested, especially when audience members are not using microphones, moderators should consider repeating all questions and comments from the audience so everyone can hear.
- When reasonable, share copies of your talk, notes or outline with audience members. Many people benefit from reading as well as hearing presentations. Consider sending your hand-out to the secretary-treasurer@aesthetics-online.org, so it can be loaded into Grupio for your session.
- Presenters using visual aids like PowerPoint, photographs, and video clips should try to describe all images, providing vital information to those with visual impairments.
- If the session will be sign-language interpreted, presenters should provide a copy of their talk to the interpreter in advance. Interpreters need time to prepare adequately for a panel to become familiar with the specific terminology, names, or concepts in the presentation.

Sign Language Interpreters

ASA provides accommodations for attendees who are hearing impaired, when requested following ASA procedures. Presenters might find interpreters present at their session.

- Before you begin speaking, make sure that interpreters have a copy of your presentation.
- Do not walk in front of interpreters while they are signing.
- Let interpreters know if you are willing to be stopped during your presentation if they need clarification.
- When you address a person using an interpreter, speak directly to the person, not the interpreter.
- Spell unusual terms, names and foreign words.