ASTR is committed to making arrangements that allow all members of the society in attendance to participate in the conference. Therefore, we request that all presenters review the following information and take the necessary steps to make their presentations accessible to attendees. Many participants will have inclusion needs that are not necessarily physical but still need consideration for an inclusive conference.

While the guidelines listed below have been designed to provide access to attendees with disabilities, many will benefit all conference participants.

**Accommodations Available:**
- 30-minute breaks are available between all scheduled sessions.
- Plenary panelists are requested to describe all visuals in video presentations or slide shows.
- Access copies should be provided by all plenarists and curated panelists.
- If needed, please request additional accommodations to Devon Binder at devon@astr.org by September 24.

**Presentation Guidelines for Success and Accessibility**

**Communication:**

- Speak clearly and distinctly. Speak at a steady pace to allow for captioning accuracy and allow everyone to digest the content.

- Speakers should always repeat questions or statements made by members of the audience. In dialogues or discussions, only one person should speak at a time, and speakers should identify themselves so that audience members will know who is talking.
Access Copies of Presentation Materials

Access copies are not just for the hearing impaired, but also for people with auditory processing disorders, ADD, and the like. Providing a digital access copy helps people who must access visual information through a screen reader.

Here are easy guidelines for PRINT access copies.

1. Prepare your presentation documents (PowerPoints, script, handouts, etc.) prior to October 22, 2021.
2. Create a list of key technical words, acronyms, proper nouns, and names, as well as key words or phrases in spoken languages other than English. If you plan to speak to the audience in another language in addition to English, list the language you will use and the translation of what you will say.
3. Print 4-5 standard print access copies (printing format used on document, with body font at 12 or 14pt font) and 2-3 large print access copies of your presentation
documents and your list of important terminology. Do this before you arrive to the conference.

4. Large print access copies generally follow the standard of at least an 18 pt, sans serif font, with double spacing. Convert all italics to underlining or bold text.

5. Identify someone who can hand out the access copies at the conference.

6. At the beginning of your presentation, announce that both standard and large print access copies are available.

7. Hand out the access copies to people who request it without asking why they are requesting a copy.

8. If you are worried about your work circulating, watermark it with “NOT FOR CIRCULATION” or have the header on each page.

9. You can ask people to return your print copies at the end of your talk.

10. Note that these do not have to be perfectly polished texts! Access copies can also be bullet
points / outline to your presentation that provides the main points of your argument or a list of quotes that you use during your presentation that will help everyone follow along.

Here are easy guidelines for DIGITAL access copies.

1. Prepare your presentation documents (PowerPoints, script, handouts, etc.) prior to October 22, 2021.
2. Create a list of key technical words, acronyms, proper nouns, and names, as well as key words or phrases in spoken languages other than English. If you plan to speak to the audience in another language in addition to English, list the language you will use and the translation of what you will say.
3. Upload your presentation to Google Drive or comparable share site that provides a url for people to access from a device.
4. Large print access copies generally follow the standard of at least an 18 pt, sans serif font, with!
double spacing. Convert all italics to underlining or bold text.

5. At the beginning of your presentation, announce that digital access copies are available.

6. If you are worried about your work circulating, watermark it with “NOT FOR CIRCULATION” or have the header on each page.

7. Set an expiration date on the digital copy (which you can do in Google Drive) to have the url expire after the presentation has ended. You can also link the document to https://wwwtemporary-url.com/.

8. Note that these do not have to be perfectly polished texts! Access copies can also be bullet points / outline to your presentation that provides the main points of your argument or a list of quotes that you use during your presentation that will help everyone follow along

**Live Presentation**

Verbalize and describe all visuals in your video presentation for blind and low-vision viewers. Some
speakers might also elect to identify and describe themselves.

Slides: If you are incorporating slides into your presentation, follow this format:

- Read the slide title every time you advance to a new slide.
- Before you start talking about your slide, provide description for any images on the slide such as photos, graphs, charts etc.
- Use a high contrast color scheme that is from a templated slide format (i.e. white background, black font, or the reverse).
- Use a simple, sans-serif font, such as Arial, that screen readers can pick up easily, and maintain a large font size.
- Provide minimal text on each slide.

Videos: If you are showing videos:
Try to find an audio described version of the video on YouTube. You can search for the name of the video with the words “audio described.”

To make any pre-recorded videos accessible, they require captions. For video clips, presenters can create their own captions.

Participants should prepare shareable versions of their presentations, if requested, even in draft form, for the use of members who wish or need to follow a written text.

Thank you to the Modern Language Association and the American Anthropological Association for allowing ASTR to adapt some of its language from its accessibility plan: 

https://www.mla.org/Convention/Planning-a-Convention-Session/Access-Guidelines-for-MLA-Convention-Session-Organizers-and-Presenters

https://www.americananthro.org/PresenterGuidelines?navItemNumber=25124
Thank you to Samuel Yates and Krista Miranda for supporting ASTR staff to improve our accessibility to all participants.