Accommodation Guide FOR

NCA ANNUAL CONVENTION PRESENTERS

NCA HAS CREATED THIS GUIDE TO ENCOURAGE ALL ANNUAL CONVENTION ATTENDEES to make their on-site presentations as accessible as possible. When preparing for your presentation, assume diversity in your audience, and remember that not all disabilities are obvious. Assuming that you "can tell" whether someone in the audience will need accommodations puts people with disabilities in the position of having to either disclose their disability or be excluded from the conversation.

Be aware that some of your audience or fellow presenters may have issues with seeing, hearing, moving, speaking, and/or understanding information presented in some ways.

Following the tips below will help make your presentation as accessible as possible.

WHEN CREATING VISUALS FOR YOUR PRESENTATION, KEEP IN MIND THAT SOME AUDIENCE MEMBERS MAY NOT BE ABLE TO SEE WELL OR AT ALL.

- Plan to give a brief verbal description of yourself at the beginning of your presentation. The introduction should quickly cover details you are comfortable sharing, such as your age range (i.e., young, middle age, senior), hair color, race/ethnicity, gender, pronouns, and outfit.

    For example: I am a [age range] person with [color] hair. I am a [race/ethnicity] [gender] who uses [pronouns] and I am wearing [outfit].

- If you have handouts, make sure they are on plain, white paper. Bring a few copies printed in large print (at least 16-point font) as well.

- Use easy-to-read sans serif fonts with clearly defined letters (e.g., Tahoma, Calibri, Helvetica, Arial).

- Never justify the text on your slides or handouts; full justification is a setting that adjusts the spacing of words so that the text falls flush with both margins on each line.

- Use high-contrast color schemes in all visuals (black and white works best for handouts). Avoid neon or bright colors; although eye-catching, these colors can be difficult to focus on for long periods of time.

- Make graphics as simple as possible; more complicated diagrams will always be available in your paper.

- Keep the text on your slides brief and direct. Do not fill each slide full of text, making it difficult to absorb the information being presented.

- Minimize the number of slides. One slide for every three minutes of presentation, or fewer than five slides for the average NCA presentation time, allows the audience to fully take in your presentation.

- PowerPoint offers an accessibility checker that can be accessed on the "Review" tool bar by clicking on "Check Accessibility." This tool will help you identify areas of your visuals that could use improvement.

- Describe pertinent images in your presentation in detail.

    For example: On this slide (shown at right) is a cover photo from the December 2020 issue of *Vogue* magazine. It features a photograph of Harry Styles from the waist up against the background of a green hill and blue sky. Wearing a black blazer and a white sheer dress, Styles blows into a balloon held with heavily ringed fingers. Harry Styles is a modern pop star who was the first solo man to be featured on the cover of *Vogue*.

    Avoid descriptions such as "This is a picture of Harry Styles from the magazine *Vogue*," as this does not craft an image for those who are unable to see the slide.

WHEN PLANNING YOUR TALK, KEEP IN MIND THAT SOME AUDIENCE MEMBERS MAY NOT BE ABLE TO HEAR WELL OR AT ALL.

- Speak slowly and concisely to give all audience members time to process your information. This also gives interpreters or translators time to convey your presentation.

- Caption all audio and video in your presentation, and turn on subtitles to live caption your speech, in PowerPoint or Google Slides. Note that only newer versions of PowerPoint have captioning options.

- If a microphone is available, use it. Do not ask if everyone can hear you without a microphone, as those who are hard of hearing may not hear the question or may prefer not to disclose.

- Repeat audience questions into the microphone, if one is available, before answering the question.

- Face your audience when speaking. Some audience members may read lips to better understand your speech.

- If interpreters are present, remember to speak directly to the participants and not the interpreters.

- If there is any background noise, those who are hard of hearing may have difficulty focusing on the speaker. Take steps to reduce background noise (e.g., close the door to the hallway and ask that side conversations take place outside the room).

BE MINDFUL OF ANYTHING THAT MAY INADVERTENTLY EXCLUDE ATTENDEES FROM PARTICIPATING FULLY.

- Avoid wearing fragrances or using strongly scented toiletries during the convention. Some attendees have allergies or sensitivities that may prevent them from participating or contributing.

- Include multiple communication methods in your presentation, if possible. Some attendees may better understand verbal information, while others may better understand graphics or text.

- If your presentation includes audience participation, make sure to anticipate potential accessibility issues with related activities (e.g., moving around the room, responding to questions, writing on large posters).

IT HELPS TO BE FAMILIAR WITH COMMON ACCOMMODATION REQUESTS MADE DURING THE ANNUAL CONVENTION:

- Personal Assistive Listening Devices—These are small devices that amplify sound directly for the deaf or hard of hearing. These devices often do not fully restore hearing, so attendees who are wearing them may still want to read the lips of the speaker while listening.

- Translators and Sign Language Interpreters—Translators and sign language interpreters translate your presentation into another language. If an interpreter is present, use a normal speaking pace unless asked to slow down. It is good practice to pause briefly when using visuals, as anyone using an interpreter will need to shift their focus from the interpreter to the slide. If an interpreter is anticipated to be present at your presentation, convention staff will reach out to you ahead of time.

- Real-time captioning—This service can be provided by a live captioner or through online programs, such as Zoom, PowerPoint and Google Slides. If real-time captioning is requested for your presentation, convention staff will reach out to you ahead of time.

- Sharing your presentation—Interested attendees may request materials from your presentation before or after the event. PowerPoint presentations are particularly useful in these cases, as they provide options such as alternative text for images. The notes section of each slide can also be used to provide textual descriptions. Attendees may send you an email via NCA Convention Central or ask you directly for materials following your presentation.

RESOURCES:

https://csw.ucla.edu/wp-content/uploads/2019/01/Fragrance-Free-Toolkit_FINAL.pdf

https://www.sigaccess.org/welcome-to-sigaccess/resources/accessible-conference-guide/

https://dl.acm.org/doi/pdf/10.1145/3085564

https://www.w3.org/WAI/teach-advocate/accessible-presentations/

https://homes.cs.washington.edu/~ladner/MakingYourTalkAccessible.pdf

HAVE CONCERNS ABOUT ACCESSIBILITY? Reach out to the Annual Convention team at convention@natcom.org. NCA will work to provide any reasonable accommodation necessary for your participation at the Annual Convention.

IF YOU REQUIRE ASSISTANCE with sign language interpretation, sighted guides, or other accommodations, please contact the NCA Annual Convention team at convention@natcom.org. Attendees who do not make advance arrangements for services or equipment can contact a member of the convention staff onsite at the registration desk. Every reasonable effort will be made to assist these attendees. However, NCA may not be able to provide all services or equipment due to availability or the time required to obtain them.

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COMMUNICATION
ASSOCIATION