

## Accessibility Guidelines for EHDI Meeting Session Presenters and Participants

The EHDI Meeting Planning Committee has developed guidelines to maximize access for all participants in the EHDI Meeting. The Planning Committee has also developed a checklist for EHDI Meeting participants and session presenters to help us all prepare for an accessible meeting. See the link below for the checklist (PDF):

[Accessibility Checklist for EHDI Meeting Participants and Session Presenters](#)

### GUIDELINES FOR SESSION PRESENTERS

**Presenting Visual Materials:** Presenters have the primary responsibility for ensuring the access of the materials which they share with their audience. If visual material is presented, be sure that either you as the speaker or another appropriate person reads or orally describes the visual material (e.g., pictures, charts, graphs) for participants who are blind or have low-vision.

**Handouts:** Handouts summarizing your presentation can be useful in helping participants take in and retain your key message/information. If you create handouts, these materials must also be made accessible to all by making them available in alternate formats. To maximize accessibility to your materials, create large print versions (18 point font) for participants who are blind or have low-vision.

**Remember to upload your presentation and all handouts into the EHDI abstract system by February 26, 2016.** This ensures that American Sign Language (ASL) interpreters at the EHDI Meeting have ample time to prepare and provide excellent interpretation services for your session. Also, it allows EHDI Meeting participants to access the materials (and print if they choose) in advance of the meeting.

As you create and upload your handouts, prepare the alternative format described above to maximize accessibility to EHDI Meeting participants. The EHDI Planning Committee will encourage participants to visit the website for handouts prior to the EHDI Meeting, but you as a presenter are responsible for providing copies onsite if you would like participants to have them handy.

**Large Print Copies:** If you provide materials onsite, be prepared to share copies of the large print (18 point font) version. We advise that you have a few copies of the large print version available and be prepared to share them in electronic format afterward. Reasonable efforts on your part and a willingness to relay additional materials at a later date to attendees at your session are certainly acceptable.

## GUIDELINES FOR ALL EHDI MEETING PARTICIPANTS

**Air Quality & Service Animals:** Please refrain from wearing any scented products to respect participants who may be sensitive and/or allergic to these types of chemicals. Unless you use a service or therapy dog or other credentialed assistance animal, we ask that you not bring companion animals to the meeting rooms, exhibit hall, or areas where EHDI Meeting participants are presenting.

**Seating Arrangements:** Rooms will be arranged for wheelchair access, but chairs do get moved around. When you arrive at a session, please choose a seat or space that does not block a door or aisle. Do not be afraid to move chairs for each other. Also, please do not block the hallways. Leave room to allow all people to come and go during a session as this is sometimes necessary.

**Sign, Voice, & Tactile Interpreting:** There will be American Sign Language (ASL) interpreter(s) present during each of the plenary and breakout sessions. Please do not block the view of the interpreter, especially if audio-visual aids are in use. Lights should not be lowered to a degree that would interfere with sign interpretation or lip reading. If there are individuals who are deaf/blind or have low-vision, make sure that they have priority seating in front of the presenter. During discussion periods, be sure the interpreter can hear you and keep up with you (this is important for both presenters and also participants asking questions or commenting). Please be aware that some people may have great difficulty understanding what you are saying, particularly when there is competing background noise, and that some concepts/terms used in the academic language may be unfamiliar to interpreters. Whether you are a member of the audience or are communicating with someone using an interpreter, give your attention to the person using the interpreter, not to the interpreter.

Remember, if you are a session presenter: In order to facilitate the work of interpreters and facilitators and for other logistical purposes **all session presenters must upload their presentation and handouts to the online system by February 26, 2016.**

**Audio Equipment:** All session presenters must use the microphone provided so that the captioner can transcribe the presentation in real time. Using the microphone makes it possible for our offsite captioners to hear and transcribe the presentation and session dialogue. Microphones also make it easier for presenters to be heard by all participants. Please speak clearly into the microphone. Enunciate clearly, especially with proper nouns that may be unfamiliar to the audience, captioner, or ASL interpreter.

**Discussions:** All speakers should state their names in discussions, whether speaking as a session presenter or from the audience. Please be patient and be prepared to be handed a microphone and/or have your session moderator ask you to pause to ensure that ASL interpretation and captioning is set so your question or comment will be available to everyone.

We appreciate your efforts in ensuring that everyone can have a great EHDI Meeting experience. If you need accommodations for your presentation(s) or have any questions or concerns please contact Casey Judd, [Casey.Judd@conferencedirect.com](mailto:Casey.Judd@conferencedirect.com), (435) 213-9454, no later than February 1, 2016.