CEC Convention and Expo Accessibility Guidelines

Making Your Presentation Accessible

The most important aspect of an "accessible session" is a presenter who is responsive to the needs of each participant and takes the lead in creating a receptive and accommodating atmosphere. All participants should be afforded the same opportunities to benefit from the session and experiential activities.

CEC has created a Convention 2024 PowerPoint template that all speakers will be **REQUIRED** to use for their presentation for cohesion and accessibility for those with low vision.

Consider the following suggestions:

- Be aware of the audience. Be considerate of all participants and particularly aware of any individuals with disabilities in the audience and be responsive to their needs. Consider enabling auto-captioning on your slides. This feature works best if you are near a microphone, either your computer's microphone or the room AV, and if you speak as clearly as possible. While automatic captions aren't 100% perfect, they can be helpful for all attendees.
    - Present with real-time automatic captions in PowerPoint: https://support.microsoft.com/en-gb/office/present-with-real-time-automatic-captions-or-subtitles-in-powerpoint-68d20e49-aec3-456a-939d-34a79e8ddd5f
    - Present slides with automatic captions on Google Slides: https://support.google.com/docs/answer/9109474?hl=en
- Be aware of the seating. CEC ensures that designated seating is available for attendees with hearing, vision, and mobility needs. Make sure participants who use interpreters can sit facing the presenter as well as the interpreter. Make sure participants who use recorders are near an electrical outlet. Allow adequate space for attendees in wheelchairs, scooters, or those using ambulatory aids. Ensure full access of all persons to the degree they wish to participate.
- Be aware of your presentation skills.
    - Speak clearly and at a moderate pace. This practice promotes understanding in the audience and allows sign language interpreters time to translate what you are saying.
    - Face the audience as much as possible. Avoid standing with your back to the audience or source of light. Speak directly into the microphone. Do not cover your mouth when speaking.
    - Clearly describe visual aids, including writing on slides, boards, and flipcharts. Be specific when referring to charts, numbers, demonstration materials, and board or flipchart writing. Provide a verbal explanation of all visual materials used to illustrate the lecture. For example: "This slide covers these three key points…" "This graph illustrates these key points..."
    - Whenever possible, use captioned films or recordings if you are including them in your presentation.
    - Repeat the questions and the comments of members of the audience in the session.
    - If possible, when they are present, make sure that sign language interpreters have a copy of your presentation before you begin. Always speak to the participants, not the interpreter.
- Be aware of written information.
    - Consider bringing a few large-print copies of materials you plan to distribute for participants with visual impairments.
    - Ensure any handouts you make available digitally are compatible with screen readers.
        - Microsoft Word - https://support.microsoft.com/en-us/office/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d

- Microsoft PowerPoint - https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25#PickTab=Windows
- Google Docs or Presentations: https://support.google.com/docs/answer/6199477?hl=en

- Be aware of experiential activities. Make sure that everyone has a congenial partner or group and the opportunity to participate fully.
- Announce and provide a quiet area away from the large group or in the corner of the room for persons who have difficulties hearing in noisy environments or increased background noise.

Accessible Slide Presentations

Slide presentations are commonly used among session presenters as an effective way to display ideas and data. Because slides are visual media, presenters should be sure to make presentations accessible to all audience members.

Text content:

- Title and text fonts have been pre-set in the CEC template. Please refer to the How to Use This Template slides in the download.
- Don't try to cram too many slides into your presentation. Allow your audience time to read slides.
- Place no more than 6 lines of text on a slide (excluding columns).
- Many individuals with disabilities use text-based screen reading software and computer devices.
- Note that graphics often cannot be read with screen readers and other text-based devices.

Graphic content:

- Replace graphics with text whenever possible.
- If graphics are used, include a detailed explanation of the meaning of those charts or graphics in a descriptive text-only slide included immediately after the graphic slide.
- Note that the meaning of the graphic is needed, not a description. For example:
  - No: "Chart with blue and red bars."
  - Yes: "Data from this chart illustrates that individuals with disabilities report spending more time in the emergency room than individuals without disabilities."

Avoid:

- Slide transitions
- Busy slide backgrounds
- Chart filter patterns
- Over-crowding text
- Color schemes providing low contrast
- Charts without text descriptions
- Videos that are not captioned

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Video Playback Accessibility

CEC strongly suggests ensuring any videos you may play during your presentation are captioned both for accessibility purposes and in the case that the sound quality is poor.

Handout Accessibility

Digital Handout Accessibility

Please ensure that any digital handouts you provide are accessible. The CEC slide template has been pre-set to meet contrast ratios and alternative text reading for the built-in convention logo. For any content you add, please make sure your handout is compatible with screen readers:

- Include alternative text for all visuals (photos, images, charts, etc.)
- Make sure slides and content will be read by screen readers in the order you intend.
- Ensure that color is not the only way of conveying information.
    - Microsoft Word - https://support.microsoft.com/en-us/office/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d
    - Microsoft PowerPoint - https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25#PickTab=Windows
    - Google Docs or Presentations: https://support.google.com/docs/answer/6199477?hl=en
- If you turn your handouts into PDF documents as is recommended, be sure your accessibility carries over.
    - Workflow for Creating Accessible PDFs - https://helpx.adobe.com/acrobat/using/creating-accessible-pdfs.html

Printed Handout Accessibility

If you choose to provide printed handouts yourself during your session, please remember that individuals who are blind or have low vision may not be able to read standard-sized print on your handouts.

If you are providing an alternative printed handout:

- Print on single-sided 8.5 x 11" paper and stapled at the top left corner
- Use letter orientation, unless a visual element requires landscape orientation, to achieve maximum visibility
- Left justify all paragraphs and do not use columns
- Keep a one-inch margin on all sides
- Use 18-point font for all text, including body text, footers, page numbers, references, disclaimers, and labels on charts and graphs. Larger fonts may be used for headings.
- Use a bold serif font (such as Times New Roman) for body text and a bold simple sans-serif font (such as Arial) for headings and other information that is set apart from body text. Do not use any compressed fonts.
- Make lines heavy/thick in charts and graphs.
- Use a minimum of 1.5 line spacing; use double spacing when possible

- Do not use small caps, italics, or all caps for text. Use initial caps and lower case for titles and text.
- Use underlining for emphasis instead of italics
- Delete decorative graphics that do not contribute to the meaning of the information being presented.

Information gathered from the Association of University Centers on Disabilities (AUCD) www.aucd.org