



Converging Sciences Summit Presenters and Attendees:

This year's theme for the Converging Sciences Summit is community engagement. In this spirit, ensuring maximum accessibility for all participants is a high priority. Therefore we strongly suggest that all conference participants avoid all scented products while at the conference and, if presenting, follow the guidelines below, adapted from the following site: <http://disstudies.org/conferences/accessible-presentations>.

For Oral Presentations:

- Send your power point presentation to your session chair (who will be in touch with you) at least 3-5 days in advance so that it can be preloaded on the computer.
- As backup, also bring the materials you need on a jump drive. Internet access may not be available in your presentation room.
- Bring a few print copies for audience members who would like to follow along with you. Include a few large-print copies (17-pt. or larger). Feel free to add a disclaimer: "Please do not distribute without the expressed permission of the author" and include your name and contact information.
- Avoid reading your paper.
- Present at a comfortable pace that makes possible accurate captioning (CART) transcription and sign language (ASL) interpretation, as well as helping audience members for whom English is a second language.
- Avoid using jargon
- Allow time for eye contact and spelling proper names and terminology.
- Provide audio description of visual images, charts and video/DVDs, and/or open or closed captioning of films and video clips.
- If you incorporate Powerpoint slides into your presentation:

- use a high contrast color scheme (i.e. white background, black font or the reverse)
- use a templated slide format
- use a sans-serif font, such as Arial, and maintain a large font size
- provide minimal text on each slide (only a few points)
- incorporate audio description of all images, graphs, charts on your slides

For Poster Presentations

- Make sure your poster presentation is cross-disability accessible.
- It should be readable with clear and legible text (see suggestions for power points above) and you should be able to describe orally to those who can't read.
- Be prepared to describe any visual images you are using, give an oral presentation including all the information in the poster, and answer any questions.
- Use a larger font for the poster (24-36). Have print and electronic copies your posters available to hand out or email.
- If you provide handouts, be sure to have larger font (17) available for those with visual impairments. Leave white space between paragraphs.
- For Stony Brook Faculty and Students, additional suggestions for poster presentations can be found here in this recording of the workshop on posters and abstract submissions we offered last fall:

<https://echocontent.sinc.stonybrook.edu/ess/echo/presentation/3047b5d4-7236-4d8b-815b-743d6f62f96a>

Thank you for your help in making our Summit a model for conference accessibility!