

Dear _____,

We're excited to see you here at Temple University's 2nd Annual Disability and Change Symposium on Wednesday, March 18th.

It is our hope to constantly improve the accessibility of events such as this. For example, this year we were able to secure funding for Real-time Captioning (CART) during the entire Symposium.

We'd like to ask you to make your presentation as accessible as possible. If you are able, we request that you submit your presentation materials to us in advance, by March 9. We also request your permission to share electronic versions of your presentation materials with our audience.

PRESENTATION MATERIALS

We request that you submit your presentation materials to us in advance, by March 9. This includes Power Point, handouts, or other audio-visual aids. This will give you time to ask any questions regarding accessibility—even to practice your audio description with us! If you'd like to create a full script of your presentation, an outline, or any other materials, this will also give us time to make copies, create large-print formats, or post electronic versions. Please let us know if you are able to share these materials in advance of the conference.

Second, we would like to ask for **permission to share electronic versions of your presentation materials with our audience.** You can add a disclaimer, such as: "Please do not reprint without the expressed permission of the author." If you have your own web site and prefer to post materials there, we ask for permission to publicize that link to our audience. Please let us know if you agree to share these.

Electronic versions also need to be accessible, and we can help with this as well. Here is a link with some information on creating accessible Microsoft Office documents: <https://computerservices.temple.edu/tech-bit/create-accessible-microsoft-office-documents-faculty-staff>. Here is a link on creating accessible PowerPoint presentations: <http://adod.idrc.ocad.ca/powerpoint2010>. Below, you will find some general guidelines.

GENERAL PRESENTATION GUIDELINES

- **Present at a comfortable pace** that makes possible accurate CART transcription and ASL interpretation.
- Avoid using jargon. If discipline-specific terms are needed, explain what each term means after saying it. It may be helpful to spell unfamiliar terms for the transcriptionist or interpreter.
- 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 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 more resources on considering access as a presenter, visit the "Composing Access Project" here: <http://composingaccess.net/>

Please let us know what we can do to support your presentation being as accessible as possible. Also, let us know what we've missed and how we can better communicate with our presenters to help ensure access for our audiences.

If you prefer to talk through any questions by phone, I can be reached at [#].

Many thanks,

Kelly