

# COUNTERTECHNOLOGIES @ THE EDGELANDS

A Cross-Border Conference in San Diego and Tijuana - Feb 20 & 28-29, 2020

## Accessibility Guide for Presenters

We aim to make this conference a welcoming, inclusive event. As organizers and participants, we all play a very important role in this. Please help us ensure full participation by reviewing the guidelines below and taking the appropriate steps to help make your presentation or session more accessible.

Remember that disabilities may not always be visible or obvious. It is wise to assume there will be some members of your audience who will have trouble seeing visual aids (such as slides, overheads, video clips, etc.) and/or some who will have difficulty hearing what is said.

### Panel discussions, roundtables or oral presentations

- Always use sound amplification during your presentation and Q&A. Conference organizers will provide microphones or other equipment as needed.
- Use microphones even when you are in smaller meeting spaces.
- When audience members have questions, and do not have access to a microphone, repeat the question for the rest of the audience.
- Be sure to face the audience as much as possible when speaking.

### Visual presentation or multimedia content

- If your presentation includes a prepared slide deck, please use your program's built-in Accessibility Checker to help identify and correct accessibility issues.
- Limit the lines of text on each slide and make font sizes as large as possible.
- If your presentation contains visual aids such as graphics or photography, please describe orally the visuals for those who have difficulty seeing.
- If your presentation contains video or multimedia, please make sure that the content is captioned. Captioning assists those who are deaf or hard of hearing, as well as those who are not native speakers of the language.
- Consider sharing your speaker notes or outline with organizers ahead of time, as we can make them available for audience members who request a paper copy.

Contact Magdalena Donea ([mdonea@ucsd.edu](mailto:mdonea@ucsd.edu)) if you have accessibility questions related to your session. Visit the conference website (<https://edgelandtech.ucsd.edu>) for more information.