

## WSECS 2023 Accessibility Guidelines

*These guidelines are pulled from [the work of Travis Chi Wing Lau and Jason Farr](#), members of ASECS's disability caucus. We are grateful for their labor and willingness to share their expertise.*

We are striving to make WSECS 2023 accessible to all attendees and speakers. These guidelines are part of what we hope is a dialogue for how we accomplish this. If we have left something off this list or mis-stepped, we hope you will let us know so we can figure out the best path forward.

### Conference Guidelines

- **Keep each other safe.** In-person attendance at the conference requires vaccination and masking. When you check in, you will be asked to show a physical or virtual vaccination card and you will be asked to mask throughout the conference except when eating and drinking (which we encourage you to do outside; it's California in winter after all) and presenting (see more below). Please wear the best quality masks you can, such as an N95. We are requiring this because we want to create a safe environment for everyone, and we ask you to be scrupulous about masking, especially while indoors. If you are not comfortable masking and being vaccinated, we hope you will join us online instead.
- **Moderators will turn on closed captioning in the Zoom rooms.** If it is forgotten for any reason, please notify one of the moderators so they can correct it.

### Speaker Guidelines

- **Digital accessibility copies are required.** By Feb. 15, 2023, please provide a screen-reader-accessible PDF that is 18 font, double-spaced to [this form](#) (preferred) or email to Kate Ozment ([keozment@cpp.edu](mailto:keozment@cpp.edu)) if you encounter an error. A link and a QR code for the folder for your presentation will be provided during the panel. These will not be able to be downloaded, and after the conference we will delete these files.
- **Use the provided microphones.** Even if you think you don't need them. It's good practice and it helps you be better understood.
- **Speak clearly and at a moderate pace.** It is better to be clear than rush through your presentation.
- **Consider lip-reading members.** Presenters can unmask while speaking. If you would rather not, please use mask with a clear panel that will allow your mouth to be visible while you speak.
- **Make your PowerPoint presentation accessible.** Here are some tips for how to accomplish this:
  - Use sans serif font styles, minimum 36-point font.
  - Do not go beyond six lines of text per slide. If you have a long quote, divide it among two slides if necessary.
  - Avoid using outlandish colors or design schemes. Stick to basic, high-contrast models, either black font on white background, or white font on black background.
  - Describe to your audience in detail any images or graphics you choose to include in your slide show.
  - Include transcriptions for audio and visual files.
  - Give a title to every slide.
  - Avoid distracting slide transitions and graphics.

## Panel Chair Guidelines

- **Be flexible, generous, and willing to accommodate an array of accessibility needs.** Ask your panelists if there is something they need. If someone has a request, please accommodate them if you are able. If you are not sure how, please reach out to the conference organizers.
- **Do your best to strike a balance between managing time and accounting for speech variability.** Try not to get too hung up on the amount of time it takes a panelist to present a paper. Of course, there are time restrictions for which we ultimately need to account, but remember that everyone speaks at varying paces.
- **Make sure your panelists have their accessibility copies.** Check in with them 48 hours in advance, minimum, to ensure they have sent digital ones to the conference organizers. Please remember to announce the copies are available as part of your opening remarks.
- **Repeat questions or have audience members use a mic.** We will have attendees on Zoom as well as people in the room who may have missed something.

Finally, **remember that accessibility helps everyone, not just people with disabilities.** By keeping in mind these suggestions, you will present your research in a clear, efficient manner, and your work will have a larger footprint.