

Guidance for 2024-2025 Virtual Presenters

Please thoroughly review the guidance below for your presentation at your upcoming 2024 NDEO Virtual Presentation. NDEO is committed to ensuring that our programming is inclusive, accessible, and inviting, and we look to our presenters to join us in making that possible. If you have any questions, please contact kschultz@ndeo.org. NDEO would like to thank Sydney Erlikh of NDEO's Dance & Disability Task Force for her assistance in compiling this document.

Prior to your session:

- Review the guide to making accessible PowerPoint presentations (included at the end of this document).
- Determine where you will be presenting from and arrange the space accordingly.
- Test your technology and make sure you have everything you need.
- Practice, practice, practice. You can set up a free Zoom account and host 40-minute sessions free of cost. We strongly encourage anyone presenting with co-presenters to practice via Zoom to ensure all presenters are comfortable on the platform and can log in.

DURING THE EVENT

Logging into the session via Zoom:

- All session zoom links will be available 24 hours in advance of the session. NDEO staff will be looking for your name in the waiting room, admit you, and make you a host for the session.
- You will need to have a zoom account ([free to set up](#) if you do not already have one) to access NDEO conference sessions.

Opening your session:

- The facilitator(s) to introduce themselves (as below) and explain their role in the chat. They will begin the session recording and invite you to begin.
 - For panels and session blocks - the "facilitator" will do a more broad introduction of the session, please just be prepared to briefly introduce yourself using the information below as a guide. It can be somewhat condensed.
- Please introduce yourself and each co-presenter:
 - Name your pronouns ([what's this?](#))
 - Audio Describe yourself for accessibility:
 - Decide what you want to share about yourself during your description. Some people include different parts of their identity that they want to share race, gender, age, disability.
 - *Ex: I am a white woman in my 30s, with glasses and long blonde hair. I have on a red and white striped shirt and red lipstick. I am sitting in front of various framed*

art on a blue wall.

- Offer a Land & Labor Acknowledgement:
 - A guide to Land Acknowledgement:
<https://nativegov.org/a-guide-to-indigenous-land-acknowledgment/>
 - Learn about Native territories here: <https://native-land.ca>
 - Thank you to NDEO member Waeli Wang for the language in the land and labor acknowledgement below. You are welcome to borrow the language (adjusting the highlighted portion to reflect your location) or craft your own.

*I am currently standing on the land of the **Onöndowa'ga and Haudenosaunee**, whom I acknowledge and honor. We recognize that U.S. public policy has been used to displace Indigenous communities, erode Tribal Nation sovereignty, and forcibly assimilate Native individuals into U.S. society. We acknowledge the labor of enslaved Africans and their descendants who worked this stolen land for the colonists, and who continue to disproportionately face economic oppression, racism, violence, and exploitation.*

We share these acknowledgements to encourage all of us here at NDEO to consider how our work and learning in this space and in our daily lives can address these historic and contemporary atrocities perpetrated against Native and African peoples and communities.

We invite everyone in this space to recognize their ancestors and the forces of history that brought you here, as well as the work we are engaged in to support our collective liberation and the liberation of future generations.

- Trigger warnings: Please preface for the audience if you might be talking about any sensitive subjects (e.g., interpersonal violence, self-harm or suicide, trauma).
- Audio Accessibility Transitions throughout the webinar:
 - “This is _____ speaking”, and ending their comments with “End thought”

During your presentation, please be thoughtful and inclusive with your language:

- Be gender-inclusive; do not assume one’s gender by the way they sound or look.
- Challenge heteronormativity and be bi/queer-inclusive. Do not assume everyone is heterosexual. Also, do not assume a binary of heterosexuality or gay/lesbian; be inclusive of bisexuality and all queer folks.
- Refrain from use of anti-ableist rhetoric. Don’t use terms such as wheelchair-bound, handicapped, crazy, etc. Further information at [Autistic Hoya](#)
- Interdisciplinary Respect: Consider specific jargon-free language. Decrease using acronyms with your discipline, or if you do, explain them.
- If you are using a PowerPoint presentation, please review the accessibility guidance at the end of this document.

- **If your session has been assigned a team of ASL interpreters**, know that they will be switching out providers every 30 minutes. Please pause to allow time for the transition. Please also be aware of the pace in which you speak during your session. Your zoom facilitator will instruct attendees how to view the interpreters and captions.
- Consider uplifting comments from the chat and reading them aloud for those who may be participating in an audio only capacity.
- Consider typing exercises/prompts into the chat when doing breakouts or independent work for those who may need to refer back to it in writing during the exercise.

Closing your session:

- Be sure to thank your interpreters/captioners (if you have them).

Basic Guidelines for Creating Accessible PowerPoint Presentations

*Prepared by Sydney Erlikh of NDEO's Dance and Disability Task Force
Derived from the Great Lakes ADA Center's guidelines*

Please use the following guidelines when preparing your presentations for the virtual conference.

- 1) **Use an accessible template.** Take into consideration slide design, color, contrast, and fonts to make sure that they are accessible to all audiences. To identify accessible templates within PowerPoint, go to File > New and type "accessible templates" in the Search for online templates box.
- 2) **Stay within the structure of the template.** Do not add additional text boxes to the slide template. This changes the reading order and affects the accessibility of the slide. Be sure to check the reading order of the slide.
- 3) **Minimize the use of text on the slide.** Too much text results in small fonts and becomes difficult to read for everyone. Do not use any font size of less than 22 pt.
- 5) **Use an accessible font.** Select a Sans Serif Font to maximize accessibility. If you choose an accessible template it will already take this into consideration. If you are importing a graph, image, etc. ensure that any text on it reflects a sans serif font. Popular Sans Serif Accessible Fonts include:
 - a. Arial
 - b. Helvetica
 - c. Verdana
 - d. Calibri (*this document uses this font*)
 - e. Trebuchet
- 6) **Include alt tags for all images, graphs, charts, etc.** Instructions for inserting them is [available on-line](#). Tips for writing effective alt tags is [available online](#). Describe these when presenting.
- 7) **Give every slide a unique title.** Do not use the same title consecutively or with the extension "continued".

8) If using video, be sure that the video is captioned, and be ready to audio describe the film. [How can I do this?](#)