

Accessibility: 2019 AKEN Conference

Contact for Access Questions & Requests:

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General:

1. **FRAGRANCE:** Reducing or eliminating fragrance use in the days/week of the event - e.g. perfumes, scented lotions, essential oils, hair products, air fresheners, scented laundry soap, drier sheets.
2. **INVISIBLE/VISIBLE:** Remembering both “invisible” and “visible” disabilities.
3. **PATHWAYS:** Keeping open pathways across rooms in various directions. Pathways kept free of chairs, tables, bags, drinks/food, papers, etc. Open pathways benefit wheelchair users, strollers, cane users, various walking gaits, larger bodies, and pregnant people.
4. **HUMILITY:** With unmet access needs, organizers and presenters can: Thank the person bringing it to our attention; Apologize; Try to address the access barrier; later on, educate ourselves for the future.

Presentations:

1. **INVITATION:** Welcoming people to care for their access needs before you begin. Example: “During the presentation, please feel free to move around, take breaks, eat and drink when you need to.”
2. **VIDEO:** “Like the Mic”
 - <https://www.youtube.com/watch?v=sHIDoth5Ngk>
3. **MIC:** Please use mics. No need to ask if anyone needs the mic - this singles people out. Gently insist that people use the mic. Share the video to set the tone, or if the group is resistant. Mic use is worth the extra time. Taking mic turns reduces inaccessible cross-talk and chatter because fewer people can speak at a time; it also keeps conversation pace from being too fast. If people do not want to use the mic, just repeat what they say into the mic for them. We consider how mic movement affects someone using an interpreter and people

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who need to watch faces – a moving mic may make it harder to follow conversation, especially in larger spaces.

4. **CLOSED CAPTIONING:** If using videos, turn on the Closed Captioning (CC) – as with the mic, no need to ask if people need this. Make sure no one is sitting in front of the CC, and no chairs, tables, etc. are blocking the words. Same for ASL interpreters (American Sign Language) – keep line of sight to interpreters open.
5. **LIGHTING:** Consider lighting. Taking action for more light, less light, focused light, mixed lighting, and backlighting/no backlighting. Examples: less light for video and closed captioning, people with traumatic brain injury and people with sensory processing needs; more light for people with low vision and for interpreters; mixed room lighting for people to go where needed.
6. **BODY LANGUAGE:** Try to keep your mouth uncovered when you are speaking. Turn towards people so that they can watch your face, if possible.
7. **BREAKS:** Honor breaks without asking the audience – people may need to rest, stretch, empty a bag, breastfeed, check blood sugar, take medications, etc. At least 10 minutes is needed for these things (at least!). Access happens in break times, as do relationships – breaks and relationships are also “productive”.

PowerPoints:

1. **SHARING AHEAD:** Send slides and handouts to organizers as soon as you can before the event, to be posted on the website. Final versions can be reposted after the event. This benefits attendees needing more reading time, screen reader users, people with low vision using magnification, people whose first language is not the language of your materials, and people totally new to your content, among others.
2. **NON-SERIF:** Use non-serif fonts like Ariel, Helvetica, Verdana.
3. **COLOR CONTRAST:** Use color contrasting slide backgrounds and text color: use light slides with dark font, or dark slides with light font.
4. **FONT SIZE:** Use at least size 18 font size; limit # of words on slides.

For More: ACCESSIBILITY_EVENTS & PRESENTATIONS:

<https://drive.google.com/drive/folders/0B5Qr5e6UvjN0VjVyQVA3MFhIQ0U?usp=sharing>