Society of Historical Archaeology 2022 Conference Accessible Presentation Tips

This document includes some basic resources on how to give an accessible presentation.

## Overview

Planning and delivering an accessible presentation benefits everyone, not just disabled people. This handout includes suggestions about how you can make your in-person presentation as accessible as possible. We encourage you to explore the additional resources listed at the end of this document.

## How to Create and Deliver and Accessible Presentation

Provide your audience with a an illustrated (if using images) transcript or outline ([called access copies](https://www.americananthro.org/WordAccessTips?navItemNumber=25915#providing)) before you start your presentation. If you include images as part of this package, please provide descriptions of those images ([called alternative text](https://webaim.org/techniques/alttext/)). Please also make [word docs](https://www.americananthro.org/WordAccessTips?navItemNumber=25915) and [pdfs accessible](https://www.americananthro.org/PDFAccessTips?navItemNumber=25914).

In addition, as you prepare for the conference presentation, we invite you to consider making your presentation accessible using the following guidelines:

* Practice your presentation in such a way that allows for time for you to describe your images (if using) in full.
* Present slowly and clearly.
* When you practice your presentation, account for taking a moment to spell out jargon or names so people in attendance can process things unfamiliar to them more easily. This will also ensure captioners or American Sign Language interpreters (if present) can keep up with you.
* When choosing a font for slides, [design your slides](https://www.americananthro.org/PowerPointAccessTips?navItemNumber=25829) (if using) with large, sans serif text (if using). White, twenty-five-point arial type face on a black background (or vice versa), for example, will be accessible for many people.
* Discus accessibility with your panel (if applicable) ahead of time so the entire group presents with accessibility in mind.

There are many other ways we can all make our presentations more accessible. To learn more, check out some of the following resources we consulted:

* The American Anthropological Association, “Presentation Guidelines for Success and Accessibility,” accessed September 15, 2021, <https://www.americananthro.org/PresenterGuidelines?navItemNumber=25124>.
* The Ohio State University, “Composing Access: an invitation to creating accessible events,” accessed September 15, 2021, <https://u.osu.edu/composingaccess/>.
* Sins Invalid, “Access suggestions for a public event,” accessed September 15, 2021, <https://www.sinsinvalid.org/blog/access-suggestions-for-a-public-event>.

If we have left out any critical tips on giving accessible, online presentations, please let us know. We know creating accessible environments is always an ongoing discussion.