NATIONAL ART EDUCATION ASSOCIATION

NAEA INCLUSIVE PRACTICES: Presenter & Presentation Guidelines

Compiled by the Disability Studies in Art Education (DSAE) Interest Group

Access Statement

NAEA's National Convention is a learning community committed to inclusive practices, justice, and diversity. A fully inclusive in-person and online conference environment is integral to the full participation of presenters and attendees with disabilities. A person's disability may or may not be immediately apparent to others. Likewise, participants' experiences and abilities vary by, for example, linguistic and educational backgrounds. As Stacey Park Milbern stated, "In disability justice, access is about turning towards each other and figuring out how to collectively create an environment where everyone, especially those historically excluded, can participate." As part of NAEA's mission, we recognize the systemic oppression of people with disabilities and affirm the centrality of disability to the human experience and as a critical lens.

Create an Inclusive Space (In Person and Virtually)

1.) Respect participants' diverse needs and experiences: Everyone's experiences and needs are unique. Some people may have needs you didn't anticipate. Most often, presenters and other attendees will not know someone is a person with a disability. Create flexible spaces through inclusive practices while being willing to adapt and be responsive.

2) Begin with an access invitation: This is a verbal and visual indication of options for movement, breaks, and ways to pose questions or signal the presenter to change their volume or tempo. This can also include an overview of any specific access considerations a presenter wants to make to the entire group around the presentation's delivery, content, or organization. Any information should be provided both verbally and in writing (spoken and on a PowerPoint slide).

3.) Refrain from using ableist and harmful speech. In addition, value individuals' preferences around how they self-identify. Our use of language demonstrates valuing human difference and creating inclusive spaces that value differences. It is our responsibility to

learn *anti-ableist,* *antiracist*, and *gender-inclusive* language. Likewise, in the context of disability, there are diverse ways in which people identify, including the use of reclaimed terms.

4.) Ask attendees to bring any concerns to your attention or address issues they see arise whether they impact that person directly or not. For example, an attendee may notice that the microphone may not be as loud as the speaker may think it is. Another attendee may notice that the chair arrangement that was left after the last presentation impedes easy movement through the space.

<u>**Presenter Guidelines**</u>

1.) Speak loudly, clearly, and at a reasonable pace. Face the audience or camera. Use a microphone, if available, for in-person presentations. Do not ask if anyone needs you to use the microphone. These practices assist audience members in processing what you are sharing.

2.) Provide a verbal description of your appearance at the beginning of your presentation and provide verbal descriptions of images included on presentation materials: This includes an *image description* and *a verbal description of the presenter* to describe any relevant details about yourself, your presentation, and your materials to your audience.

3.) Include closed-captioning for videos and/or written materials for other audio-based information. For example, YouTube enables a user to turn on closed-captioning and edit captions for existing videos. PowerPoint and Google Slides also enable a user to enable closed-captioning.

4.) Provide slides, handouts, and other materials in accessible formats. Design all handouts and other related documents shared with participants in hard copy or digital format through accessible design practices. Microsoft PowerPoint, Google Slides, and Apple applications all provide guidance on meeting accessibility standards.

5.) Provide access copies of presentation content for in-person and online presentations. Bring a limited number of printed access copies to in-person presentations (2 standard, 12- to 14-point font copies and 2 larger, 18-point copies). Provide digital access copies (standard font) via the online conference platform for in-person and online presentations. Describe to attendees what types of materials are available, and where and how they can find these materials verbally and in written format (on a slide). **During in-person presentations, pass access copies with any other materials around the room in the same pile.**

6.) For all presentations, prepare a list of names, technical terms, and jargon for ASL or CART transcribers. This should include definitions and spellings of terms and concepts that are specific to your field of research. Bring at least one hard copy in legible 12-point font to your presentation. Likewise, provide any materials for access reasons if requested before the conference.

7.) Encourage access and participation in Q and A: If a microphone is available, ask participants to use it and state their name first. If no microphone is available, repeat the person's question before answering. In addition, consider having multiple opportunities and techniques to pose questions, such as submitting questions on index cards.

<u>**Virtual Presenter Guidelines**</u>

1.) Follow relevant in-person presenter guidelines listed above.

2.) Describe access features at the beginning of the presentation, provide information on what to do for help, and state expectations for features such as a microphone, camera, and chat features: Supporting multiple modes for participation is essential for many; avoid imposing policies for camera usage among the audience, but be sure to repeat any questions or comments that might be difficult for some to follow along with. **Be sure the presenter's face and mouth are visible throughout the presentation.**

<u>**Slide Preparation Guidelines**</u>

1.) Make text big enough to be read from the back of the room.

2.) Use legible, easy-to-read fonts.

3.) Create sufficient contrast between the text and background colors of slides.

4.) Carefully consider motion and sound not related to the content. For example, do these transitions and animations serve a content-specific function?

5.) Read slide content when presenting using a PowerPoint, and verbally communicate the same content as what is on the slide. For example, would someone understand this slide from what you said and someone who was only reading/viewing it?

6.) Provide image descriptions: Provide an image description for any image that contributes to the presentation content and is not purely decorative.

Accessibility Resources:

Accessible event guidelines:
    Composing Access: An Invitation to Creating Accessible Events from The Ohio State University.

Access handouts & copy guidelines:
    Accessibility Guidelines from the American Society of Theatre Research.
    Access Handouts by ComposingDisability.

Access Statement for Presentations:
    Margaret Price, Access Statement for Presentations.

Anti-ableist language resources:
    Disability Language Guide from Stanford University;
    Disability Writing & Journalism Guidelines from the Center for Disability Rights.

Anti-racist language resource:
    Anti-Racism Resources from The University of North Carolina at Chapel Hill.

Captioning and CART resource:
    Captioning and CART by the Hearling Loss Association of America

Gender-inclusive language resource*:*
    Guide to being an ally to transgender and nonbinary youth from GLSEN.

Image & verbal description guidelines:
    Guidelines for Creating Image Descriptions from the American Anthropological Association.
    Self-Description for Inclusive Meetings from Vocal Eyes.

Index card and Q&A facilitation resource:
    Low-tech Multimodal Q&A by ComposingDisability.

Information on ASL:
    American Deaf Culture by Laurent Cleric National Deaf Education Center at Gallaudet University.

Video captions resource:
    Captions in a Snap from Rooted in Rights.

Software guidelines:
    Make Your PowerPoints Accessible from Microsoft.
    Make Your Document or Presentation More Accessible from Google.
    Create Accessible Documents, Spreadsheets, or Presentations from Apple.

Statement on Inclusion and Diversity:

    INSEA Inclusion & Diversity.