

WOMEN'S CONVENTION ACCESSIBLE PRESENTATION TIPS

The Women's March is committed to making our programming accessible for all our members, including people with disabilities. We have prepared some tips to familiarize Women's Convention speaker with some accessible presentation standards. Our goal is to ensure all convention participants have equal access to the information provided by presenters. By embracing these tips, your presentation will be accessible to people with a variety of disabilities.

PRESENTATION MATERIALS AND HANDOUTS

1. If you bring your own markers, please use non-scented markers out of respect for participants who are sensitive to scents and chemicals.
2. Universal accessible font is 14 point Arial.
3. If you plan on bringing any handouts, please **email an electronic version along with an additional TEXT ONLY version in a WORD DOC to ted@womensmarch.com by Friday, October 20, 2017**. Text only documents should not have any graphics, images, pictures, stylized borders or framing. *We will be converting these handouts and documents into an alternate screen reader accessible version. These types of documents are used by participants who are blind or low vision, or have cognitive disabilities.*

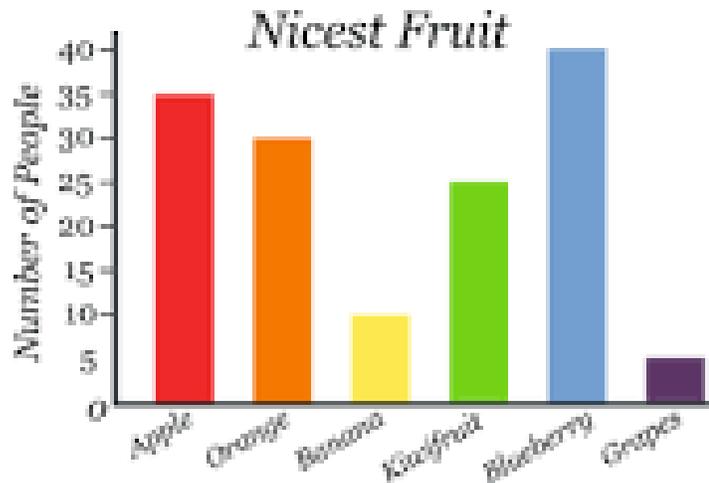
IMAGE DESCRIPTION AND PACING

1. Speak at a moderate pace. Especially if your session has a CART live or real-time captioner or American Sign Language Interpreter, so they capture your words correctly.
2. Please verbally describe any images, graphics or pictures that contribute to conveying the message of the information. You do not need to go into deep description, but enough to tell the story. This includes large images or important images on handouts and materials. Example:



Description: A picture of three women on the stage at the Women's March on Washington in January, they are holding their right fists in the air.

3. Describe charts, tables and graphics including important data or information for the benefit of those who cannot see. When explaining something on the screen, avoid using pronouns such as “this” (e.g. according to this screen). Be as specific as possible. Example:



Description: *This is a graph of our study on the “Nicest Fruit.” On the right is a scale representing the number of people from zero at the bottom and forty at the top. A colored standing bar graph represents each of the fruit tested is labeled along the bottom, going from left to right their scores are: apple is 35, orange got 30, bananas did not do as well at 10, kiwi surprised us at 25, and blueberry performed best at 40, and last and unfortunately least grapes only scored a 5.*

PERSONAL ATTENDANTS, SERVICE ANIMALS AND ACCESS TO POWER

1. Some convention participants may have a Personal Care Attendant (PCA). The PCA works for the disabled participant and assist them to participate fully and equally. Please address the participant and allow them to direct their PCA as needed. Some PCA’s may participate in your session, but that is a decision to be made by the disabled participant.
2. Some convention participants may a service animal. Please allow the participant to manage their service animal.
3. Participants who use a powerchair, electronic mobility device or assistive technology like an augmented speaking device may need access to electrical power. If they are seated in a different part of the room for access to power, please be flexible and keep them engaged in the presentation or discussion.

PRE-CONVENTION PREPARATION

1. The convention coordinator is responsible for answering all your logistical questions. If you have any questions please call or email [INSERT NAME, PHONE OR EMAIL]
2. If you have any questions regarding these guidelines or if you have additional needs, please consult with the convention coordinator at least 5 business days before the convention. This will allow him/her time to accommodate your requests.
3. Please remember that the convention is a scent free environment. For more information on this policy and other accessibility questions you may have visit <http://www.womensconvention.com/accessibility.html>