

THE SOCIETY FOR THE STUDY OF SOCIAL PROBLEMS

GUIDELINES FOR PROGRAM PARTICIPANTS

SSSP is striving to make our annual meetings as accessible as possible. We have developed written guidelines to assist us in being increasingly creative in our inclusiveness. We hope these comments will help maximize programmatic access for all members of the SSSP.

Presenters have the primary responsibility for ensuring the access of the materials which they share with their audience. The SSSP will provide sign interpretation and simple personal assistance services if requested by a member. You, however, must ensure that your slides and any supplemental materials which you share with your audience are available in alternate formats. We also expect you to facilitate the work of sign language interpreters and personal assistance providers.

As part of these efforts, SSSP is sponsoring a workshop for all conference attendees and presenters on ways to ensure the effectiveness and inclusivity of your presentation to a diverse audience. The session is titled *Becoming a More Effective Presenter: Utilizing Universal Design in Conferences and Classrooms*, and is scheduled for August 9 from 2:30PM – 4:10PM. We encourage you to attend and hone the art of paper delivery. More specific accessibility guidelines are listed below.

Handouts and Visual Materials: If visual material is presented, you should be sure that either yourself as the speaker or another appropriate person reads or orally describes the overheads or other visual material for blind or low-vision participants. This is crucial for all of us when visual aids are too small or faint for anyone to read, or if the room is a strange shape.

Although you may use overheads or slides to supplement your presentation, this should be done only when other options are not available. Since there is no real way to differentiate those who can't access visual materials, it is recommended that all presenters verbally describe any graphs or slides used during the presentation. Also, keep in mind that the lights in the room cannot be lowered substantially because this would interfere with sign interpretation or lip reading.

Handouts and/or written copies of your paper are very useful adjuncts to any presentation. They provide your audience with a summary of the information you have presented and a record of your name, affiliation, and contact information. These materials must also be made accessible to all by making them available in alternate formats. Therefore, you should have a few copies in large print and on computer disks in Word format. (Please note that no one expects you to prepare in advance for all possible access requests. Reasonable efforts on your part and a willingness to relay additional materials at a later date to attendees at your session are certainly acceptable.)

Air Quality: Please refrain from wearing any scented products. No smoking is allowed in the hotel or restaurants. Unless you yourself use a service or therapy dog or other credentialed assistance animal, we ask that you not bring companion animals to areas where SSSP members are presenting.

Seating Arrangements: Rooms will be arranged for wheelchair access, but chairs do get moved around. When you arrive at a session, please choose a seat or space that does not block a

door or aisle. We all do some session hopping, so leave room to allow all people to come and go during a session. Do not be afraid to move chairs for each other. Also, please do not block the hallways.

Sign and Voice Interpreting: There may be an interpreter present during your session. Please do not block the view of the interpreter especially if audio-visual aids are in use. During discussions periods, be sure the interpreter can hear you and keep up with you. Slow down on proper nouns. Please be aware that some people may have great difficulty understanding what you are saying (particularly when there is competing background noise) unless you are facing them directly. Whether you are a member of the audience or are communicating with someone using an interpreter, give your attention to the person using the interpreter, not to the interpreter. In order to facilitate the work of interpreters and facilitators and for other logistical purposes **all program participants must send a copy of their paper to the session chair and/or discussant by June 30.**

Equipment: An FM audio loop system for people with hearing impairments may be in use. It is very important that you speak slowly and clearly (especially with proper nouns). This may involve a separate microphone from that used by the general public address system. If in use, please be sure to use the FM Loop microphone when speaking. Try to minimize extra noise as much as possible. If you have any technical problems when audio-visual or other equipment is in use, let the session presider know as soon as possible.

Discussions: All speakers should state their names in discussions, whether speaking from the session panel or from the audience. Please be patient and be prepared to have your discussant interrupt you if for some reason an interpreter, an FM Loop, or a microphone needs adjusting.

We appreciate your efforts in ensuring that everyone can have a great conference experience. If you need accommodations in order to present your paper, or have any questions or concerns please contact Liat Ben-Moshe, Chair, Accessibility Committee, lbenmosh@maxwell.syr.edu and Michele Koontz, Administrative Officer & Meeting Manager, mkoontz3@utk.edu no later than June 15.