CHECKLIST FOR PRESENTERS

SSSP strives to make our annual meeting as accessible as possible. The Accessibility Committee has developed a checklist to help meet written guidelines to maximize access for all program participants.

The guidelines are presented in full here:
https://www.sssp1.org/index.cfm/pageid/1928/

Before the meeting:

☐ Submit your full paper to the session presider and/or discussant by June 30th to facilitate accommodation for all.

☐ If you need accommodations (including microphones for presenters with soft voices) in order to present your paper, or have any questions or concerns contact Dana M. Green, Accessibility Committee Chair, greenedm@gmail.com and Michele Koontz, Administrative Officer & Meeting Manager, mkoontz3@utk.edu no later than June 30.

☐ If you are using handouts, make several available in larger font format and have an electronic copy available.

During your session:

☐ Read any visual aids aloud and describe any illustrations or charts. Please request a microphone if your voice is quiet, speak clearly, and say your name before presenting.

☐ If there are American Sign Language (ASL) interpreter(s) present, be sure the room lighting is not overly dim and that the interpreter can see you and be seen by the audience.

☐ Please do not wear scented products, smoke, or bring companion animals other than service animals into the conference space.