CHECKLIST FOR SESSION ORGANIZERS

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:

☐ Remind all session presenters to submit their full paper to the presider and/or discussant by June 30th to facilitate accommodation for all.

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

☐ Remind all session presenters that if they are using handouts to make several available in larger font format and to have an electronic copy available.

During your session:

☐ Keep rooms accessible to all by moving chairs as needed and ensuring entryways are not constricted.

☐ 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 the presenter 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.