



CHECKLIST FOR PRESENTERS

SSSP is committed to making our annual meeting accessible. We also recognize that accessibility is a process and strive to learn and incorporate new aspects of accessibility every year. The Accessibility Committee has developed the following guidelines and appreciates your participation in creating an accessible and inclusive environment. Please feel free to contact Dr. Junior Hopwood, Accessibility Committee Chair, jrhopwood60@gmail.com if you have further suggestions on accessibility guidelines so that we can improve them.

The guidelines are available here:

https://www.sssp1.org/index.cfm/m/894/Accessibility_Guidelines_and_Services/.

Before the meeting:

- Submit your full paper to the session presider and/or discussant by June 30th to facilitate accommodation for all.
- Please read the guide that Angela Frederick and Laura Mauldin wrote for ASA's *Footnotes* entitled, "[Accessibility is for Everyone: How to Rock Your ASA Presentation and Make it Inclusive](#)".
- If you need accommodations (including a microphone for presenters with soft voices) in order to present your paper, or have any questions or concerns contact Dr. Junior Hopwood, Accessibility Committee Chair, jrhopwood60@gmail.com **no later than June 30**.
- If you plan to use handouts, print several copies in a larger font format (18-point font) 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 is a [microphone](#), we ask that you please use it.
- 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. Speak at a normal volume and pace, interpreters do not need you to pause and slow down unnaturally.
- Do not wear scented products, smoke, or bring companion animals other than service animals into the conference space.
- All rooms are arranged for wheelchair access. We ask that if you move chairs around, you do so in a way that does not obstruct pathways wide enough for wheelchair users or folks who use other mobility devices. It is especially important to keep doorways clear so that all individuals may come and go during sessions and 'session hop' if they please, regardless of disability status.