



## CHECKLIST FOR SESSION ORGANIZERS

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](mailto: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/](https://www.sssp1.org/index.cfm/m/894/Accessibility_Guidelines_and_Services/).

### Before the meeting:

- Remind presenters to supply the presider and/or discussant with a copy of their full paper **no later than June 30** to facilitate accommodation for all.
- Contact Dr. Junior Hopwood, Accessibility Committee Chair, [jrhopwood60@gmail.com](mailto:jrhopwood60@gmail.com) **no later than June 30** with any accommodations that the presenters in your session may need (including microphones for presenters with soft voices) in order to present their paper.
- Encourage presenters to 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](#)".
- Encourage presenters using handouts to have several copies available in a larger font format (18-point font) and to have an electronic copy available.

## During your session:

- 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.
- 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. Speak at a normal volume and pace, interpreters do not need you to pause and slow down unnaturally.
- If there is a [microphone](#), we ask that you please use it. Please speak clearly and in a reasonable tone into the microphone (especially with proper nouns).
- Do not wear scented products, smoke, or bring companion animals other than service animals into the conference space.