CHECKLIST FOR VIRTUAL PROGRAM PARTICIPANTS

SSSP is committed to making the virtual 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 the Accessibility Committee Chair-Elect, Junior R. Hopwood, at jrhopwood60@gmail.com if you have further suggestions on accessibility guidelines so that we can improve them.

Presentation platform:

- All sessions and evening activities (with the exception of film exhibits) will take place in the Zoom meeting platform.

- Each Zoom meeting will have the capability of closed captioning provided in English via automatic speech recognition.

- Presentations may be given live or pre-recorded. If you opt to pre-record your presentation you will need to play the recording during your session using the screenshare capabilities in Zoom.

- Information about Zoom's accessibility features can be found here: https://zoom.us/accessibility/.

If you need accommodations in order to present your paper, participate, or have any questions or concerns, please contact the Accessibility Committee Chair-Elect, Junior R. Hopwood, at jrhopwood60@gmail.com no later than June 30.

The guidelines can be found here: https://www.sssp1.org/index.cfm/m/860/Accessibility_Guidelines_and_Services/.

- ☐ Presenters must send a copy of their full paper to the session presider and/or

discussant by June 30 to facilitate the accommodation for all.

☐ Presenters should anticipate the needs of attendees with disabilities and 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." As more academic and activist spaces have moved online, new guides and supports for creating accessible virtual presentations have emerged. Please check out this "Virtual Presentation Accessibility Guidelines" document from the American Anthropological Association (AAA). Additionally, presenters may find it useful to review the Society for Disability Studies Guidelines for Accessibility.

☐ Sessions are generally 1 hour and 45 minutes. Plan to be online and in the virtual 'room' where your panel will be hosted early so that you can test technology and meet your co-presenters. The 'room' where you will present will be open 20 minutes ahead of starting time. Arrive early to make sure you're ready to go and introduce yourself ahead of the meeting. This is a good way to network and make connections.

☐ Prepare handouts, digital copies of your paper or presentation, for those who want to know more. Read any visual aids aloud and describe any illustrations or charts. Speak clearly and in a reasonable tone (especially with proper nouns, jargon, acronyms, or data-related abbreviations).

☐ If you ask a question or have a comment, state your name each time you speak so that attendees and interpreters know who is speaking.

☐ If there are American Sign Language (ASL) interpreter(s) present, speak at a normal volume and pace, interpreters do not need you to pause and slow down unnaturally.

☐ When presenting or speaking, if you choose to turn on the video camera, ensure that the lighting is adequate so that you can be clearly differentiated from the background. Avoid distracting backgrounds or use a virtual background.

☐ Minimize loud or distracting background noises while speaking. When not presenting or talking, stay muted.

☐ Speak one at a time (not to talk over each other). To facilitate this, please raise your hand (virtually or on camera) and wait to be recognized before speaking. If something is time-sensitive, please use the chat function to communicate with the session presider.