CHECKLIST FOR VIRTUAL SESSION ORGANIZERS

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.

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

The guidelines are available here: https://www.sssp1.org/index.cfm/m/860/Accessibility_Guidelines_and_Services/.

Before the meeting:

☐ Remind presenters to send a copy of their full paper to the session presider and/or discussant by June 30 to facilitate accommodation for all.

☐ 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." 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](#).

☐ Remind presenters that sessions are generally 1 hour and 45 minutes. Encourage them to be online and in the virtual 'room' where the panel will be hosted early so they can test technology and meet their co-presenters. The 'room' where they will present will be open 20 minutes ahead of starting time.

☐ Contact Junior R. Hopwood, Accessibility Committee Chair-Elect, jrhopwood60@gmail.com by June 30 with any accommodations that the presenters in your session request in order to present their paper.

During your session:

☐ Ask participants to prepare handouts, digital copies of their 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).

☐ Ask those who have a question or comment to state their name each time they speak so that attendees and interpreters know who is speaking.

☐ Remind participants that they have the option to view the closed caption for the session and ask if anyone needs help turning this feature on or off.

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

☐ Ask participants who choose to turn on their video camera to ensure that the lighting is adequate so that you can be clearly differentiated from the background. Avoid distracting backgrounds or use a virtual background.

☐ Ask participants to minimize loud or distracting background noises while speaking. When not presenting or talking, ask everyone to stay muted.

☐ Encourage participants to speak one at a time (not to talk over each other).

☐ Clarify the tools that will best support you in ensuring that only one person speaks at a time. Think about how to ask speakers and the audience to effectively use the "raise hand" tool and/or the chat feature.