

## Accessibility at the EHDI Meeting: Checklist for Session Presenters

The organizers of the EHDI Meeting strive to make our annual event as accessible as possible. The EHDI Meeting Planning Committee has developed a checklist to help meet written guidelines that are intended to maximize access for all EHDI Meeting participants.

The guidelines are presented in full here:

**Accessibility Guidelines for EHDI Meeting Participants and Session Presenters**

<http://ehdimeeting.org/includes/AccessibilityGuidelines2018.pdf>

**All Session Presenter: Use the checklist below as you prepare your presentation and handouts for the EHDI Meeting.**

Before the EHDI Annual Meeting:

- ✓ **Submit your full presentation by uploading it through the [EHDI Meeting website](#) by March 1, 2018** to facilitate accommodation for all. This advance upload is critical as American Sign Language (ASL) interpreters for the EHDI Meeting will review your presentation and prepare to translate accurately onsite.
- ✓ **If you are using handouts, create and upload them by March 1, 2018.** Upload also a larger font format (18 point font) of handouts to provide access for participants with low-vision.

During your session:

- ✓ If you would like participants to have copies of your presentation or any handouts during the session, plan to provide them. Be prepared with a few copies of the large print (18 point font) materials onsite for participants with low-vision.
- ✓ Be mindful that some participants in your session will have low-vision. If you share visual aids or info in small print (e.g., charts) be sure to explain the key points to the audience. Please use the microphone provided so the captioner can hear and transcribe your presentation. Ensure that all speakers say their names before presenting.
- ✓ If the presenter is using American Sign Language (ASL), there will be a voiced interpreter in the room. Please be mindful to minimize side conversations so the voice translation can be understood by the audience.
- ✓ There will be American Sign Language (ASL) interpreter(s) present during each breakout session. Be sure the room lighting is not overly dim and that the interpreter can see you and be seen by the audience.

- ✓ If there is a tactile interpreter for deaf-blind participants and/or those with low-vision, please ensure that their seating preference is a priority to ensure effective communication access.
- ✓ Please do not wear scented products, smoke, or bring companion animals other than service animals into the meeting space.

We appreciate your efforts in ensuring that everyone can have a great EHDI Meeting experience. If you need accommodations in order to deliver your presentation, or if you have any questions or concerns please contact Casey Judd, [Casey.Judd@conferencedirect.com](mailto:Casey.Judd@conferencedirect.com), (435) 213-9454, no later than February 15, 2018.