NAACA

North American Alliance for Communication Access

COMMUNICATION ACCESS GUIDELINES

FOR ONLINE EVENTS

Here are some tips for presenters to enhance communication accessibility for individuals who use AAC during conferences, meetings, and other online events. We encourage you to use or adapt these tips to make your events communication accessible.

PRESENTER

Preparing your session materials:
- Include the Communication Access Slide.
- Use a 22+ point font, ensuring high contrast between text and background for visual accessibility.
- Include short sentences or bulleted phrases.
- Add a description to meaningful images used in your handouts by using ALT+ TEXT.
- Provide accessible, digital handouts.
- To allow extra time for participation:
  - Consider sharing your email with participants for follow-up questions.
  - For interactive portions, avoid the use of timed polls and use interactive tools that provide a link (e.g. Slido, Google forms,etc.) to allow participants extra time to respond, both during and after the session.

During the session:
- Start the session by letting the moderator introduce the presenters and read the Communication Access Slide. If there is no moderator, read it yourselves.
- Use inclusive and respectful language.
- Face the camera so everyone can see and hear you clearly.
- Speak clearly and at a reasonable pace and volume.
- Describe visual materials such as images, graphs, and videos.
- Allow sufficient time to receive questions from participants who use AAC and to answer their questions.
- Pause and let the moderator know when to read ROL (Read Out Loud) messages from the chat box.

COMMUNICATION ACCESS GUIDELINES

FOR ONLINE EVENTS

Here are some additional tips and suggestions for presenters who use AAC.

PRESENTERS WHO USE AAC

In addition to guidelines for presenters:

- Tell the organizer if you have accessibility requirements.
- Determine how best to communicate during the presentation and Q&A period.
- If preferred, program the device ahead of time & time your presentation.
- Make sure your AAC system is charged and working.
- Depending on how you are communicating, position your computer to pick up your speech, the speech from your device and / or your communication assistant.
- If possible, accompany your presentation with text on slides.
- Plan how to advance slides.
- Consider having a printed script as a backup in case of device issues, allowing someone to read it aloud if needed.