



FAQ for Presenters

ISAAC Conference Cancun

Questions about preparing for and giving my presentation

1. Is there a template I should use to create my slides?

No. Although no template is required, please be sure that the format and style are appropriate for attendees with different accessibility needs. Please refer to the next question for more information.

2. What are the accessibility recommendations?

Recommendations vary depending on your presentation.

Please use text that is sufficiently sized. Use a font color that creates a strong contrast between the text and slide background. Describe any visuals on your slides. Use closed-captioning when using videos, etc. An accessibility slide will be provided to all presenters to be included at the beginning of their presentation. For more tips, please visit this website: <https://isaac-online.org/english/conference-cancun/communication-access/conference-and-in-person-events/>.

3. Will there be a volunteer in the room to assist?

Volunteers will be available in every session. The role of volunteers is to assist

individuals using wheelchairs/walkers to attend the session, assist presenters with minimal setup; and call on technical support as needed. Volunteers will also signal when time is running out. (10 min, 5 min, 1 min warnings).

4. Will someone introduce me at the start of my presentation?

We ask that presenters introduce themselves at the beginning.

5. When and how will I give my presentation?

We have assigned each presentation a room and time. Please make sure you are in the room approximately 10-15 minutes BEFORE your presentation begins. We also created an accessibility slide that should be included at the beginning of your presentation.

Questions about technology

1. Is there a Speaker Ready Room?

YES. Tech support will be available in the Speaker Ready Room throughout the conference. It will be open Sunday (July 23rd) through Wednesday (July 26th) from 07:00 to 15:00 each day.

2. Where is the Speaker Ready Room located?

The speaker ready room will be located just outside of the Plenary areas, on the third floor of the Cancun Center.

3. Should I check in with tech support in the Speaker Ready Room to ensure my presentation is working properly prior to my presentation?

YES. If possible, please do so at least 24 hours prior to your session. The earlier, the better.

4. Do I need to bring my own laptop?

No. At least not for your presentation. The computer in each room will have your presentation uploaded. All you have to do is click on your presentation. However, if you will be making use of special accessibility equipment or software that are only installed on your computer, you can use your own laptop for your presentation.

5. Will an audio system be available for my videos?

Yes, rooms at the conference venue are equipped to play your audio.

6. **Should I put my presentation in the Google drive assigned to my presentation?**

Yes, PLEASE. Your assigned Google Drive will serve as primary storage for your presentation during the conference. The link was emailed to all presenters on Friday, June 30th. All presentations should be uploaded to your folder by no later than **July 13th, 12:00 Noon Eastern (Toronto)** time. Do not upload any materials after this time, as they will not be included in the data transfer to the Cancun Center, which will begin at this point. Alternatively, you can also store it on a USB drive, and bring it with you and upload your presentation 24 hours in advance at the Speaker Ready Room.

7. **What if I want to update/revise my presentation after the July 13th deadline?**

If changes need to be made, please save them to your USB drive and bring them to the Speaker Ready Room.

8. **Will I be able to stream online content during my presentation?**

YES! But please be aware that streaming video from the internet is dependent on internet access and bandwidth available at the Conference Centre. It is best to save any videos to the Google Drive and then embed the files to your slides.

9. **Will there be tech support during my presentation?**

The volunteer assigned to each room will be able to summon a technician, if needed.

Questions about rooms and accessibility

1. **What are the accessibility recommendations?**

Please see Appendix A below for suggestions about how to make your presentation accessible to all attendees. Here is the link where you can find accessibility recommendations: <https://isaac-online.org/english/conference-cancun/communication-access/>

2. **Will translation of content be available?**

YES, translation from English to Spanish will be available, but only in specified rooms (Gran Cancun H, Tulum 1 & 2, Tulum 3 & 4). All translations will be conducted via Remote Simultaneous Translation/Interpretation.

3. **What about translation?**

Some session rooms (Gran Cancun and Tulum) will be set up for simultaneous translation from English into Spanish. The translated audio will be broadcast by way of local Wi-Fi, accessible to all attendees. In order to listen to the translated audio, you will need to bring your smartphone (iOS or Android) and a set of headphones for private listening.

4. **How will rooms be set up for speakers?**

Every room will have a table with a computer on it. Your presentation will be loaded on the computer from your Google Drive.

5. **How will the rooms be set up?**

Session rooms will generally be set up in "theatre" style, with additional space to accommodate wheelchairs.

Questions about sessions

NOTE: Sessions are scheduled in time blocks of 90 or more minutes, to allow for presentation durations of 30, 60, 90, etc minutes. Please follow these guidelines.

1. **Timing.** You must begin and end your session on time. Please be sure to include a Q&A period as part of your total presentation time. This will allow the next presenter to begin their session on time. **NOTE:** Sessions in the same room are scheduled back-to-back.
2. **Arrival.** Please come to the assigned room 10-15 minutes before the start time.
3. **Volunteers.** The volunteer's responsibilities are [described above](#) (click the hyperlink).
4. **Poster sessions.** Poster sessions are all being held in the Exhibit Hall area, Gran Cancun G. Poster authors were sent scheduling emails noting the date and time that their poster is scheduled, along with windows for poster setup and takedown. Posters must not exceed the ISO 216 A0 format (84.1 cm x 118.9 cm, or 33.1 in x 46.8 in). They can be displayed in either portrait or landscape orientation. Please use an appropriate font size for the posters so that they are readable by the participants from 1.5 meters away. The poster message should be clear and understandable even

without oral explanation. For more information visit the ISAAC website at:

<https://isaac-online.org/english/conference-cancun/call-for-papers/poster/>

5. Handling questions

- a. State at the beginning of your presentation how questions will be handled.
- b. Provide your contact information to give attendees the option to ask questions after the session.

6. Handouts

- a. Provide options for alternate formats (large print, electronic copy, accessible PDFs, compatible with screen readers etc.).
- b. **Beginning on no later than July 17th**, you will be able to remove any materials from your Google Drive folder that you do not wish to be made public and replace them with your handouts. For text-based materials, we recommend pdf format only.
- c. **ISAAC will provide public access to all session folders after July 17th.**
- d. You should leave your completed ASHA Disclosure Forms in your Google Drive folder.

Questions about ASHA CEUs

ISAAC is offering ASHA continuing education credits (CEUs) through USSAAC.

Please be aware that some attendees in your session are expecting to earn CEUs. For CEUs to be awarded, all presenters who are presenting in person (or virtually) **MUST** complete an ASHA disclosure form.

All presenter forms must be uploaded to each presentation's designated Google Drive folder before the conference begins.

NOTE: Co-authors who are not attending the conference do NOT need to complete a disclosure form

1. Do I need to complete a disclosure form if I am presenting a session?

YES. See above. Please be sure to complete the disclosure form for each presentation so attendees can earn CEUs.

2. Is there anything I need to do during my session about CEUs?

Yes. At the end of the presentation, you will provide a CEU code to participants.

NOTE: Participants need to use the "conference app" to provide brief feedback on the presentation. They can then enter this conference code to report their attendance at the session for CEU purposes.

APPENDIX A



HOW TO MAKE YOUR PRESENTATION ACCESSIBLE

NOTE: These suggestions we help improve communication access for ALL session attendees

- Explain when participants can ask questions at the beginning of your presentation.
- Ensure that all participants, especially those who use AAC have sufficient, uninterrupted time and opportunity to participate using their preferred communication method.
- If there is a sign language interpreter, please wait for him/her to be in place before beginning your presentation.
- Always face the audience; this is especially helpful for audience members who are speech readers (lip readers).
- Speak at a normal rate, neither too slowly nor too quickly.
- Caption videos, if possible.
- If using slides, please consider your audience re: size of font, background of your slides. Don't put too much text on slides. Don't read your slides. Address all information on your slides. Describe meaningful graphics (such as photos, images, charts, and illustrations).
- Use lasers to point only. Don't wiggle light around the screen (this can be problematic for people with a variety of conditions, including vision disabilities).
- If you are asked a question by someone not using a microphone, repeat the question into the microphone.
- Always use a microphone.
- Time presentations to give people who use mobility aids to get to the next session.
- Allow sufficient time to receive and answer questions from people who use AAC.

If using AAC to present:

- Inform the organizer of the event about additional accessibility requirements you may need.
- Determine how you want to communicate during the presentation and question /answer period such as:
 - communication device.
 - someone to read your prepared presentation.
 - using an audio recording of your presentation.
 - using a communication assistant to read your AAC board to answer questions.
- **If using a communication device, consider:**
 - Programming the device ahead of time.
 - Backing up your presentation on a memory card.
 - Timing the presentation.
 - Checking for clarity in terms of rate of communication and pronunciation.
 - Ensuring the device is fully charged.
 - Bringing a second battery, if you have one or having the means to connect your device to power source.
 - Positioning a mic to pick up your speaker and requesting more mics if you choose to also speak and/or use a communication assistant.
 - Accompanying speech out by showing text on slides, using a split screen.
 - Giving a printed copy of your presentation as a handout.
 - Deciding if you want to present from a podium or table.
 - Decide if you will advance slides, if you need an accessible remote control or have an assistant control the slides at your direction.
 - Allowing sufficient time to receive questions from participants who use AAC and to answer their questions.
 - Engaging a communication assistant if using a low-tech method to answer questions.

- **If using a communication assistant:**
 - Ensure your assistant understands that they do not add content to your presentation, unless they are a co-presenter.
 - Tell the audience what the assistant will do. For example, repeat what you have communicated if someone does not understand.
 - Pick an assistant who has a clear speaking voice.
 - Ask participants to direct questions to you, not your assistant.