NAACA
North American Alliance for Communication Access

COMMUNICATION ACCESS GUIDELINES

FOR IN PERSON EVENTS

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

1 EVENT ORGANIZERS

Ahead of time, tell us about the accessibility features you will provide. For example:

- Is the conference or space accessible?
- Will there be personal attendants and communication assistants or can we can bring someone to assist us?
- Will there be a quiet room or space?
- Will there be sign language or real time captioning?
- Will the handouts be accessible or in electronic format?
- Will there be audio connection or microphones with stands for presenters using speech generating devices?
- Will there be tables or chairs for presenters who require a seated position and a table to place their AAC tools while presenting?

2 MODERATOR OR CHAIRPERSON

Begin the session by reading an accessibility statement like. "We respect the communication access rights of people who use AAC. To ensure that participants who use AAC have equal access to this session, we ask that you be patient and give time to AAC participants when communicating". Alternatively you can choose to add a slide to your slide deck and read it aloud before the session.

3 PRESENTER

- If there is no moderator, begin the session by reading the accessibility statement (see moderator section).
- Use inclusive and respectful language.
- Speak clearly and at a reasonable pace and volume.
- Use a 22+ point font, ensuring high contrast between text and background for visual accessibility.
- Describe visual materials such as images, graphs and videos.
- Provide accessible or electronic based handouts.

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4 PRESENTER WHO USES AAC

In addition to guidelines for presenters:
- Tell the organizer if you have accessibility requirements.
- Program your AAC system ahead of time.
- Make sure your AAC system is charged and working.
- Depending on how you are communicating, position microphones to pick up your speech, the speech from your device and / or your communication assistant.
- If possible, accompany your presentation with text on slides.
- Consider having a printed script as a backup in case of device issues, allowing someone to read it aloud if needed.

5 PARTICIPANTS

- Signal that you want to communicate something during the interactive section by using speech, raised hand, body language, AAC system or communication assistant.
- Be patient when other participants are formulating and communicating their messages.
- If you think you may need extra time to formulate and communicate your message, it might be helpful to arrange a meeting with the presenter after the session.

The North American Alliance for Communication Access (NAACA) is a volunteer working group focused on communication access for people who use AAC. We have members from Communication Disabilities Access Canada (CDAC), the International Society for AAC (ISAAC) Canada, CATIC in Mexico and the United States ISAAC Chapter (USSAAC). Based on a model and resources developed by CDAC, NAACA, with funding from ISAAC, was established in 2018 to help make the ISAAC Conference Cancún experience accessible for all participants who use AAC.

For a full description of NAACA's model and resources, please go to
https://isaac-online.org/english/communication-access/naaca-2/