



## **Tips for delegates who use AAC when attending ISAAC Conference**

We are excited that you will be coming to ISAAC 2020.

There will be opportunities to meet people from all over the world as well as to interact with people who work in your hotel, the convention centre, restaurants, stores, entertainment venues and other places.

The places where you see the communication access symbol, shown above are places that we have prepared to welcome you and staff/people who look forward to communicating with you.

If you have specific instructions about what you want people to do when communicating with you, it is a good idea to make a communication card or program some information in your device.

Communication instructions tell people what they can do when communicating with you. Most people speak English or Spanish in Cancun.

For example, you might want to tell people:

- How you communicate “yes” and “no”
- What you want the person to do when you use your communication board or device
- What the person can do to make communication go smoothly

You can get more information and ideas at:

<https://www.cdacanada.com/wp-content/uploads/2013/10/Making-a-Comm-Access-Card.pdf>

## **Tips for delegates who use AAC when making a presentation**

When making a presentation, you may choose to speak, use your communication device and/or have an assistant to read out what you have prepared or when you are answering questions.

As some people in the audience may be unfamiliar with your communication methods, it may be a good idea to consider having the text of your presentation show on a screen so the audience can listen and read what you are saying.

### **If you plan to use a device:**

- Use short sentences and insert lots of commas for pauses to give people time to process what you are communicating
- Check pronunciation of words before the presentation
- Time your speech to make sure it is not too long or too short
- You may want to bring:
  - A second battery for your device, if you have one
  - An extension cord, if you need to plug in your device when using it
  - A backup of your speech on a memory card.
  - A paper copy of your presentation in case your device fails. Also people who have a hearing loss will appreciate this.
- Request the mic that best suits your needs (headset, lavalier/lapel, table-set, or hand-held)
- Position the mic to pick up your speaker and request more mics if you always want to speak or have your assistant speak.
- Request a roaming mic for participants to ask questions.
- State whether you want to present from a podium or table.
- Make sure there is space for your device or laptop.
- Put your speech script in the NOTES section in each PowerPoint slide. That way, if something happens in your AAC device, your assistant can show the notes on a screen.
- In case your AAC device acts up, you could ask your assistant or a participant to read out loud your speech script. To be effective, specify the PowerPoint slide number and title followed by each corresponding speech script.
- If using slides, consider if you will advance the slides, if you need an accessible remote control or have an assistant advance slides on your direction.
- Always charge your device before a presentation.

**If plan on using a communication assistant:**

- Tell the audience what the assistant will do. For example: my assistant will repeat what you have communicated if someone does not understand what you have communicated. Their role is not to add content unless they are a co-presenter.
- Pick an assistant with a clear speaking voice
- Ask people to direct questions to you, not to your assistant

**Handling questions:**

- If possible, defer questions to the end of your presentation
- Give the option to answer questions after the session
- Provide an email to address questions after the presentation