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##### **A Few Good Practices: Presenting to Attendees with Special Needs**

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##### FACE THE AUDIENCE WHEN SPEAKING By no means, do they have to stand rigidly in one position, but even with a microphone, it is harder to understand someone if you can’t see their face.

SPEAK CLEARLY  
Try not to rush through words. Pause between thoughts. It helps everyone, including people who got distracted for a minute, are listening in a second language. Captioners and interpreters will love them for it!

##### REPEAT QUESTIONS If there is not a microphone for the audience, repeat the question before answering. This not only helps people in the room and those viewing through a live-stream, but it also makes sure that the question is included in recordings.

##### DESCRIBE IMAGES Remind presenters to describe what they are showing on the screen. For example, the presenter should say something like "This graph illustrates three key points which are..." or “This map shows...”