

UCSB Department of Linguistics

Accessibility in presentations

To improve accessibility for all audience members during presentations, we ask that you review and follow the guidelines below. The following are the main issues we ask you to focus on. See the attached guidelines from the Disability Research Interest Group of the American Anthropological Association for additional recommendations.

1. Our lead sign language interpreter, Mala Poe (mpoe@ucsb.edu), may be in touch in advance to request your slides. She prefers at least 24 hours' lead time if possible (it's fine if the slides change a bit after you send them).
2. Please be sure to project your voice if not presenting remotely. Please use a normal (not breakneck) conversational rate and avoid extensive reading. If you need to read something verbatim, please make sure the text is brief and on the slide and slow your pace a bit so any interpreters as well as other listeners can keep up.
3. Please make sure that all important points in your talk are on the slides. Often asides with technical details, scholars' names, and other specialized information are low volume and hard to hear/understand, so these parenthetical comments should also be included in the slides if at all possible.
4. Please ensure that the slide font size is at least 18pt (24pt preferred) and in a sans serif font, with a clean background that clearly contrasts with the text. Please recognize that some participants may not distinguish color, so consider other ways of creating salient visual contrast. If you're presenting via Zoom, make sure that the font size is a bit larger than normal, since if people exit full-screen view the font will get smaller.
5. Be aware that our audience members may have very different backgrounds (including language backgrounds, disciplinary backgrounds, and levels of expertise). When in doubt, please err on the side of greater inclusivity of the audience rather than the inclusion of more (or more complex) content.
6. If you have any questions, please get in touch. Thanks very much for helping us to make research presentations as accessible as possible to all audience members!