



The 25th EAN Conference

Silver Jubilee Celebration

Presenter Guidelines for Accessibility & Other Information

Accessibility

Presenters should:

- Provide your presentation to EAN in advance for dissemination to participants, particularly those with visual impairments.
- Ensure that your presentation materials are accessible. You can check the accessibility of your Powerpoint document by using the [Accessibility Checker](#) feature.
- Ensure any films/videos being used have subtitles.
- Be mindful of audience members who are Deaf or have a hearing impairment.
- Try not to rush through your presentation: rushed presentations make CART (Communication Access Realtime Translation) and sign language interpretation difficult, for both the interpreter and the audience recipients.
- Try not to speak too quickly and if using Acronyms, define terms where necessary. This is useful for those with hearing impairments as well as those whose first language is not English.
- Be mindful of any visually impaired audience by describing important content that is visually presented for example graphs and images.
- Always face the audience and do not cover your mouth -be aware that lack of eye contact and/or the inability to see your lips may make your presentation inaccessible to some.

Other tips and info for presenters

- Time your presentation carefully in order to encourage questions and respect others' presentations – we will signal presenters when they have 5 minutes remaining.
- Try presenting with multiple modalities. Even if your preference is primarily oral presentation, it is helpful to support the linguistic piece with visual representation of some kind.