Introduction

The University of Alberta and the Federation for the Humanities and Social Sciences are committed to providing the most inclusive and barrier-free Congress experience possible for attendees with disabilities and accessibility needs. Below you will find information for planning an accessible Congress 2021.

Accessibility provisions by request

The University of Alberta and your association are committed to achieving barrier free accessibility for persons with disabilities. Attendees who would like to request additional services that are not currently being offered should complete the Accessibility Needs and Information Questionnaire section of the online registration form prior to April 16, 2021. Completion of the questionnaire will assist the university and your association in pre-arranging requests from attendees with accessibility needs. If you missed submitting the form during registration, contact congress@ideas-idees.ca.

The following list reflect some of the options that can be requested during the registration process:

- Real-time captioning
- Alternative formats of written material
- Simultaneous interpretation
- Sign Language interpretation

Please note: These provisions may require extensive arrangements that are not provided by the university or your association on a regular basis, and may incur additional charges for you or your association. Last minute requests for some services may not be possible; however, the university and your association will do their best to accommodate.

Support person registration

Support persons will be provided with complimentary access to Congress sessions only when accompanied by the individual they are supporting. Kindly let us know through completing your accessibility request if you intend to have a support person assist during your virtual Congress experience.

Presentation recommendations

There are some simple strategies that you can apply to improve the accessibility of your presentation. Accessible presentations help to ensure that all audience members have a positive experience and contribute to the inclusive spirit of Congress 2021.

1. **Speak slowly and clearly**: This is particularly important if there is an ASL/LSQ interpreter or real time transcriptionist present.

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2. **Repeat audience questions**: Ensure the entire audience can hear what is being asked.
3. **Pronouns:** Observe attendee pronouns if they have been indicated through their Zoom name or the chat feature. If you are unsure of an attendee's pronouns, use their name instead.
4. **Avoid relying solely on gestures to convey a message:** Some examples of this are making quotation marks in the air, nodding your head or using visual reference points.
5. **Read out all slide information:** Read out all of the text on your slides and describe images used so that the presentation is accessible to visually impaired participants and to participants who may not have video enable on Zoom.
6. **Image Descriptions:** Ensure any images used (photos, graphs, pie charts etc) have descriptive captions.   Presenters should read the descriptive captions and/or interpreters should add the descriptive captions to their script.
7. **Mind Your Language:** Keep in mind the terminology you are using throughout your presentation. Avoid phrases such as *you guys* and replace them with phrases such as *you folks*, *our team* or another fitting phrase. Also avoid using ableist or otherwise offensive phrases; here is a link to the most common ableist phrases used by academics: https://diversity.caltech.edu/ documents/1901/ableist_terms.pdf.
8. **Respect the Code of Conduct**: familiarize yourself with the Congress Code of Conduct here.

In addition to what is listed above, ensure your microphone is clear and your internet connection is strong. Refer to the Speaker Service Centre for additional presenter information.

Presentation material recommendations

Ensure that any of the visual aids used throughout your conference are accessible to all audience members. Use the following as a guide when creating your visual aids.

1. **Contrast checker:** Some font colours are more difficult to see against different colour backgrounds. Use this link to check to your materials. Materials should pass at a minimum of AA, but the preference is AAA. https://webaim.org/resources/contrastchecker/.
2. **Accessibility evaluation tools:** https://webaim.org/articles/tools/.
3. **Image descriptions:** Ensure any images used (photos, graphs, pie charts, etc.) all have descriptive captions. Presenters should read the descriptive captions and/or interpreters should add the descriptive captions to their script.
4. **Font**: Use a large font size (minimum 20-point font for headings and 16-point font for regular text) and utilize white space around text.
5. **Media clips**: Ensure any outside media you are using includes captioning features. Many mp4 recordings have a closed captioning feature that can be turned on to display a transcription of the audio portion of the video. Any important visual components should also be described aloud.
6. **Minimize the number of slides:** If you are the one building a presentation, try to ensure your number of slides are minimal.

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7. **Animations**: If you are utilizing animations, ensure they have a slow speed so that they can be described fully.

8. **Links**: Keep any links you are using short for easy readability and reference.

9. **Mind your language:** Keep in mind the terminology you are using throughout your presentation. Avoid phrases such as *"you guys"* and replace them with phrases such as *you folks*, *our team* or another fitting phrase. Also avoid using ableist or otherwise offensive phrases; here is a link to the most common ableist phrases used by academics: https://diversity.caltech.edu/documents/1901/ableist_terms.pdf.

10. If you can, please pass along your presentation materials to your association's conference organizers (in a Word document format) in advance, so that they can be included in the virtual event platform for attendees to download prior to and during your presentation.

Questions and contacts

For specific association requests, please email logistics.congress@ualberta.ca and include all relevant details.

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