

ACPA21 ACCESS GUIDE

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Welcome to ACPA21!

Welcome to ACPA's first virtual convention! Although we hoped to be together in Long Beach, California for this year's convention, COVID-19 had other plans. With the pivot to virtual, ACPA21 will still be an experience that is: Refreshing, Revitalizing, Real, and now Reimagined!

ACPA21 will feature renowned speakers, multiple days of educational sessions, career development, and networking opportunities to further your professional development. Our goal with providing this Access Guide is to provide information on accessibility relative to your experience during this virtual convention.

Unless explicitly listed as such, the resources suggested in this guide are not an endorsed or vetted resource by ACPA. ACPA does not have any association with the services or care provided by the listed organizations.

ACPA values equity and inclusion as a part of our mission and values. Should you experience a situation where we might improve, please contact any member of the ACPA21 Convention Planning Team at conventionprograms@acpa.nche.edu or access@acpa.nche.edu, the ACPA International Office at info@acpa.nche.edu, or Windi Sasaki, the ACPA Governing Board Director of Equity & Inclusion at wsasaki@ucsd.edu. To learn more about ACPA's Bias Response Protocol and/or to submit an Equity and Inclusion Online Notification Form, please visit this website. Through the Equity and Inclusion Online Notification Form, individuals can report bias-related incidents or incidents that affect marginalized social identity groups or members.

Access Provided to All for ACPA21

Captioning

All General Sessions, Association Business Meetings will be captioned. Captioning is available for entity meetings and other events. If you indicated a request on your registration, Convention team members will be in contact. If you need to make a request, please email access@acpa.nche.edu by 19 February, 2021.

Screen Reader Accessibility

The eShow platform is screen reader compatible. Please make sure your screen reader software is turned on before logging in to the platform. For a site map or additional assistance, please email access@acpa.nche.edu.

More about the ACPA21 Virtual Platform

It is recommended that you test your computer prior to your first engagement with the eShow virtual platform to ensure your computer is compatible with the Convention software.

Here are a few additional suggestions to maximize your experience in the platform:

- The preferred browser for eShow is Google Chrome (latest version). Other acceptable browsers include Firefox, Safari, and Edge (latest version of each). Internet Explorer is not usable in any circumstance
- Disconnect from a VPN and/or serious level firewalls. If you were on a VPN before entering, you will most likely have to restart your computer before turning off the VPN takes effect
- Make sure your Operating System (OS) is Windows 10 or Mac iOS 10 (Big Sur) 10.15 (Catalina) or 10.14 (Mojave). Any other operating system may cause you to have audio/video issues
- If you used Zoom/GTM/Ring Central/Skype or a similar app to enter into eShow, you may need to restart your computer to clear the settings to use your camera
- The minimum internet speed is 20 MBPS Download/ 20 MBPS Upload. Slower speeds may have audio, video, presenting, and/or stable connection issues
 - If you are using a personal/home internet connection, you can often improve your internet connection by removing other devices from your wifi connection when possible.
- If you are using a school or work laptop/computer, working from a non-residential setting, or don't have administrator level access to your computer, you may need to contact your Administrator/IT Department to enable or disable certain security settings to ensure the proper connection. Inform them that you are going to use a webcam and microphone from a browser-based platform (Note: Previously used APP-based platforms like Zoom, Microsoft Meet, Ring Center, are not the same a browser based platforms)

Individual Accommodation Requests

Our goal is to make ACPA21 accessible to all. If you have questions about the accessibility of the ACPA21 Convention, or want to request accommodations, please contact Sara Furr, ACPA21 Equity & Inclusion Chair at access@acpa.nche.edu. More specifically, if you are an individual with a disability and would like to request an accommodation for the ACPA21 Convention, you should note your request in your registration or contact the ACPA21 Equity & Inclusion Chair, Sara Furr, at access@acpa.nche.edu by 19 February, 2021. In some cases, accommodations may take several weeks to secure, so requests should be submitted as soon as possible.

Guidelines for Program Presenters

The ACPA21 Convention Team strongly requests program presenters and meeting and event coordinators to design and deliver inclusive and accessible presentations versus merely providing accommodations. The following recommendations have been curated and summarized from a series of suggested guidelines for presenters for virtual or online presentations:

Lighting and Display Set-up:

- Ensure you are presenting in adequate light with a neutral or less-busy background.
- Try to minimize or limit as much background distraction as possible.
- Use background images only if they are not distracting and support the content or focus of your presentation/purpose.
- Ensure that other presenters and panelists also follow these guidelines.

Speaking and Sounds:

- Ensure you have a strong wifi connection.
- Try to minimize or limit as much background noise as possible. Background music and sound included should be assessed to ensure that it does not interfere with other audio communication happening simultaneously.
- Speak clearly and enunciate each word as much as possible.
- Use a microphone for amplification. Test your microphone prior to the presentation and ensure that the microphone you are using is as close as possible to your mouth or the optimal distance for the microphone.

Introductions and Getting Started:

- Introduce yourself and verbally share your personal pronouns.
- Utilize the name feature in the video conferencing tool you are using to share your name and personal pronouns.
- ALWAYS include and share a [Land Acknowledgement](#). Discuss why it is important to you to acknowledge the ancestral land(s) you occupy.

Presentation Slides and Content:

- Presentation slides should feature larger (at least 21+ font size), sans serif fonts (i.e., Arial, Helvetica, Avant Garde, Geneva).
- Separate thoughts/ideas being presented in smaller, manageable sections. Examples of this include using only 2-3 bullet points per slide and spacing them apart.
- All thoughts, ideas, and discussion points should be documented and present in some form in the presentation materials. If you have not included all of your thoughts, ideas, and discussion points on the presentation slides, providing a supplemental outline to the presentation is advised.
- When presenting and referring to pictures, diagrams, tables, and graphs in the presentation, be sure to describe those verbally while presenting. Remember that all charts, graphs, pictures, and other images will need to include descriptions.

- While planning out your presentation time, calculate in some extra time for individuals who want additional time to process and understand what you are presenting.
- If you are showing videos during your presentation, only use media that has been captioned. Check the captions for accuracy. If you can update or adjust the captions (i.e., through [Youtube](#)), do so. If you can't adjust the captions and must use the media, utilize tools such as Otter.AI or Microsoft Stream to generate a transcript that can be shared with the attendees. Note that we'll be captioning your presentation overall but if you're using media, please provide a captioned option. As always, check the captions for accuracy.
- If you are recording a video yourself, utilize tools such as [Otter.AI](#) or [Microsoft Stream](#) to generate captions and a transcript of the video/audio you recorded. As always, check the captions for accuracy.
- Additional resources for preparing accessible presentations are located below:
 1. How to make presentations accessible: [Powerpoint](#); [Google Slides](#)
 2. Alternative text in presentations: [Microsoft 365](#), [Office 2019](#)
 3. [Captioning media in Powerpoint](#)
 4. Presenting with live automatic captions: [Powerpoint](#); [Google Slides](#)

Documents and Other Materials (Handouts, etc.):

- Handouts and other materials prepared for presentations, meetings, and/or events should be designed and distributed with accessibility in mind.
- Remember that all charts, graphs, pictures, and other images will need to include descriptions.
- Resources for preparing accessible handouts or other materials are located below:
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Google Docs/Word Handouts

- Simple breakdown on how to making documents accessible: [Word](#); [Google Docs](#)
- Use the Headings Feature to set up an automatic Table of Contents and easy readability for a document/screen reader: [Word](#); [Google Docs](#)
- Alternative Text in documents: [Word](#); [Google Slides](#)

PDF Handouts (Note: the Word format is often preferred for screen readers)

- [How to make PDFs accessible in Adobe Acrobat](#)
- [Reader on PDF accessibility](#)

Audience Participation:

- If your presentation involves attendee participation, insist that attendees use a microphone when sharing during the presentation.

- Be sure to repeat a summary of what the attendee has shared, or repeat the question they have asked.
- If using polls or quizzes:
 - Read all poll questions and answers (if any) as people are asked to respond
 - Format questions with consideration as to how people with different abilities and access to technology can still participate - For example, how can you use questions with images so that all people can still understand the question?
 - Remember that questions or polls requiring folks to identify by image or color will be difficult or impossible for some to interact with
 - Presenters should read correct answers/responses out loud.
 - Responses in word clouds and other similar question types need to be processed out loud by the presenter to note the observations of the submitted responses.
- If using group work tools, such as whiteboards, etc.:
 - Consider the ways that people with different abilities and access to technology can interact with the program.
 - Use descriptive language to give updates and make observations.
 - Incorporate other text formats to provide multiple means for participants to contribute
- If using Chat functions as a part of your presentation
 - Questions asked in the chat should be read aloud before answering.
 - Conversations in the chat functions should be read or summarized out loud for the group, especially when the presenter may be responding to conversations being had there.
 - Requests for participants to use the chat functions to answer questions should be reviewed and discussed out loud

Guidelines for Meeting, Event, or Reception Hosts:

(especially helpful for ACPA Entity Group Leaders)

In addition to the points made in the Guidelines for Program Presenters section above, hosts of ACPA21 Virtual Convention meetings or receptions should take into account additional considerations when making their meetings and events accessible. If Convention attendees have requested accommodation through the Convention Team or through the ACPA International Office for your event, accommodation information will be shared with the registered point of contact to the meeting or event. We still, however, encourage event hosts or facilitators to plan for each of their events to be accessible to everyone, with or without submitted accommodation requests. Event hosts and participants are encouraged to utilize the Bias Incident Report Form or email info@acpa.nche.edu as needed.

- **Prior to your meeting/event:**
 - Share the format of the event in advance (e.g. discussion or presentation format)

- Give notice about the questions participants may be asked to respond to (i.e. icebreaker questions)
- Use plain language, avoid excessive jargon/slang, and avoid ableist or other oppressive language.
- Ensure the safety of participants from Zoombombing or other harassment.
- **Interactive Games:**
 - Make sure that any interactive polls, quizzes, or games during your event are fully accessible to all.
 - Presenters should read all poll questions and answers (if any).
 - Question formats should consider how people with different abilities and access to technology can still participate.
 - Organizers should consider how responses to questions will be displayed and shared to the larger audience. Presenters should read responses out loud.
- **Group Work:**
 - When using Group Work tools, meeting organizers should consider the ways people with different abilities and access to technology can interact with the program.
 - Presenters should use descriptive language to give updates and make observations.
 - You may also want to incorporate other text formats to provide multiple means for participants to contribute.
- **Videos:**
 - As mentioned above, all videos should be captioned in advance.
 - Background music should also be assessed to ensure that it does not interfere with other audio communication happening simultaneously.
- **Chat functions:**
 - When using chat functions in your meeting, questions asked in the chat should be read aloud before answering.
 - The opposite is also true, utilize the chat box to input questions being asked or reference aloud to cover all bases.
 - If there are conversations happening in the chat, they should be read and/or summarized out loud for the group, especially if the meeting/event leader may be responding to conversations had there.
- **Handouts:** When utilizing handouts, make sure they are accessible. See Presentations section above for additional recommendations.

- **Additional Resources for hosting meetings and events in a virtual setting:**
 - [How to Make Your Live-Stream Content Accessible](#) (3PlayMedia)
 - [How to Make Your Virtual Meetings and Events Accessible to the Disability Community](#) (Rooted in Rights)

Social Media and Accessibility

Below are some web-based resources to help make your social media posts more accessible to everyone. If the social media platform you are using is not on this list, please be sure to check with the help/support section of that platform to learn more:

Accessibility Guides by Platform:

- [Instagram](#)
- [Twitter](#)
- [Facebook](#)
- [LinkedIn](#)
- [YouTube](#)
- [Vimeo](#)
- [Easy Ways to Make Social Media Posts Accessible](#) (Accessible Web)
- [AFB's Social Media Accessibility Guide](#) (American Foundation for the Blind)
- [Making Social Media Posts Accessible](#) [Video] (Iowa State University)