TIPS FOR CAUCUS SPEAKERS

The following best practices are to aid you in preparing a presentation for an audience with diverse access needs. Using Harvard University's <u>accessible event planning</u> guidance and University of Arizona's <u>Accessible Presentation Techniques</u> we have created a short list of items to consider.

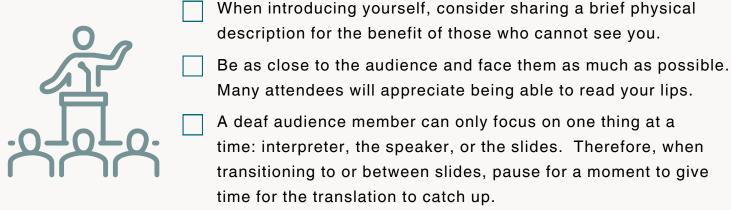
PRESENTATIONS AND PRINTED MATERIALS

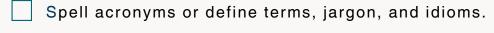
	Ensure your presentation is accessible whether Powerpoint, Word, or PDF.
@ <u></u>	Describe visual materials to the audience such as slides, charts, etc. for audience members with low vision.
	Videos should be captioned for those who are deaf or hard of hearing.
	Have an accessible electronic version of any handouts available.
	Have a few copies with at least 18 point font; use clear fonts such as Arial.

MICROPHONES

- To ensure that your meeting is inclusive and allows everyone to participate in the conversation, microphones should be used by speakers and attendees.
- Repeat questions posed by the audience before responding, especially when a roving microphone is not used.
- ♦ Maintain a full, normal, speaking voice when using the microphone.
- ♦ Hold the microphone 2-6 inches from your mouth at a 45 degree angle.

SPEAKING





Please speak slowly and clearly, like a newscaster, to make it easier to be understood.

