

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 [accessible event planning](#) guidance and University of Arizona's [Accessible Presentation Techniques](#) we have created a short list of items to consider.

PRESENTATIONS AND PRINTED MATERIALS



- Ensure your presentation is accessible whether Powerpoint, Word, or PDF.
- 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

- When introducing yourself, consider sharing a brief physical description for the benefit of those who cannot see you.
- Be as close to the audience and face them as much as possible. Many attendees will appreciate being able to read your lips.
- A deaf audience member can only focus on one thing at a time: interpreter, the speaker, or the slides. Therefore, when transitioning to or between slides, pause for a moment to give time for the translation to catch up.
- Spell acronyms or define terms, jargon, and idioms.
- Please speak slowly and clearly, like a newscaster, to make it easier to be understood.

