

**Conference on Community Writing 2021
Presentation Accessibility Guide**



Coalition for Community Writing

Guide Created by Ada Hubrig

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Why an Accessibility Guide?

“Access is Love, . . . a collective responsibility instead of a sole responsibility placed on a few individuals.” -- Mia Mingus, Alice Wong, and Sandy Ho

While access is often associated with disability, everyone has access needs. **Access is for everyone.** And it is the hope of the Coalition for Community Writing to work together to create access wherever possible.

This guide, while meant to assist in creating more accessible, more inclusive presentations for the 2021 Conference on Community Writing. While we include brief, streamlined suggestions toward greater accessibility for presentations, we also understand that accessibility is *more* than a checklist (Wood et al), and the work of providing access is never finished.

With that in mind, we invite readers to build community around accessibility. This access guide will be updated periodically with suggestions from community members. If you have a suggestion for our access guide, we ask that you add it to a short google form. You will have the option to be credited for your contribution by name (later in the guide) or to remain anonymous. If you have access concerns you'd like to see added to this guide, please use [the form linked here](#).

Included at the end of this document, we've also included more resources--resources that guided the development of this short guide, and offer much more comprehensive advice. We hope these resources might be useful to you if you wish to learn more about accessibility. This guide owes an enormous debt to the work of these resources, particularly Sins Invalid, “Composing Access,” and the previous College Composition and Communication Access Guides.

Finally, ***thank you*** for your work in making your presentation as accessible as possible, and for being part of the 2021 Conference on Community Writing.

With Gratitude and in Community,

Adam Hubrig, on behalf of the Coalition for Community Writing

Before the Presentation

A Brief Note For Session Organizers

Capitalistic logics frequently eclipse our own access needs. As a community-centered praxis, begin by considering what your own access needs might be to participate fully. Are there requests of conference organizers that would make this work more manageable? Are there requests of your fellow panelists that would be useful?

For example, I (Ada) am autistic, and function much better if someone else on my panel can agree to facilitate the discussion portion of the presentation, calling on audience members with questions and repeating those questions, and monitoring the zoom chat.

After you've considered your access needs, be sure to ask everyone involved with your presentation about access needs as early on as possible--whether that is a recorded session, a panel discussion, a workshop, a deep think tank, or another event.

Finally, we encourage you and others you are presenting with to **practice access** before the event, following the suggestions in this guide.

Enable Zoom Transcription/Captioning Before You Present/Record Your Presentation

The Conference for Community Writing will use Zoom's captioning/transcription services as a point of access. If you are uncertain how to enable zoom captions, [step-by-step instructions \(including a tutorial video\) are linked here](#).

If you are recording your presentation, please embed the captioning. To do so, [follow this helpful guide](#).

In addition to closed captioning, CCW will have American Sign Language Interpreters for Keynotes and for Lunch events.

Please prepare Access Copies

The Coalition for Community Writing humbly asks that you submit access copies of your presentations before the event. Access copies assist people--disabled and nondisabled people alike--to engage with your work.

What do I need to include in my access copy? Even if it *is not* a complete transcript of your talk, offering an outline helps your audience engage. If making an outline, also include any quotations you might reference during your talk. For more information on what access copies should include, [linked here is Dr. Stephanie Kerschbaum](#) explaining how she engages with presentations through access copies. If you are recording your session, you may consider including the full zoom transcription of your talk.

If you do wish to limit the circulation of your presentation materials, include “Do not circulate or cite” at the top of your copy, and be sure to signal this to participants during your talk.

Image Descriptions: If you include any images in your access copy, be sure to provide an image description. Some best practices for creating image descriptions--including an explanation of the differences between alt-text and image-descriptions--[are linked here](#). An example image description follows:



Image Description: The Coalition on Community Writing logo, consisting of an animated image of a green pencil begins in the center of the image against a white background.

Farther up the pencil becomes a person with arms outstretched above them, with another person with outstretched arms on either side. The hands from the people are repeated in a pattern, with the handprints giving the appearance of the foliage of a tree.

To Upload Your Access Guide, please follow Pathable’s upload instructions:

1. To upload your presentation templates and materials after you log into the site: (Please note any uploaded files will be downloadable by attendees)

2. Click the down-arrow next to your name in the upper right corner and select My Agenda.
3. My Agenda will show the session-page associated with your session. Click on the session.
4. Click the Manage button > File Tab > Add New Files. Select your file and name it something helpful.

Visual Considerations for Your Presentation

Considering text, colors, and backgrounds: If using visuals for your presentation, such as a slide show, practice giving auditory descriptions that will accompany your visuals well-ahead of the conference itself. Be sure to explain any pictures, images, or charts (consider following the best practices for image descriptions, included above). Keep in mind that not everyone is able to see your images, and many sighted people may choose to listen to your presentation.

To make any text or interactive elements of your presentation more visually accessible to sighted people, be sure the text has *at least* a contrast ratio of 4.5 to 1. An explanation of color ratios, including a ratio-finder tool, [is linked here](#).

Using Video: If your presentation will make use of video, please be sure the video is captioned. Be sure to let your audience know you will be playing a video during your presentation and describe the importance of the video.

During the Presentation ***(Including information for Recorded Presentations)***

As you Begin Your Presentation

Introductions: At the beginning of your presentation (or as you create your recorded session), be sure to introduce yourselves--not only by name and title, but with a super brief description (example: "Hello, my name is Ada Hubrig. I use they/them pronouns, and am a white, nonbinary person with long dark hair). These short descriptions can help nonsighted or visually impaired people or people choosing to listen to your presentation better follow along with multiple speakers.

Speaking Speed: During your presentation, be mindful of speaking speed. Try to keep your speaking speed below 150 words per minute more [information on speaking speed--including how to measure speaking speed--is linked here](#).

Access Checks: Along with these introductions, consider offering an *access check* for live presentations. Be sure to ask people if sighted people can see you and if hearing people can hear you. Ask your audience if the captions are working properly (information on how to turn on the captions for your presentation included in the "before the presentation" section, above.

Please make sure your Zoom captions are on before your presentation begins). This can help clear up a number of access barriers right from the start. Be sure to ask participants to mute themselves once the check is completed, and be sure someone is monitoring the Zoom chat space during the presentation to see if anyone has access needs/concerns during your presentation.

Access Invitations: Also at the beginning of live sessions, consider offering an *access invitation*, inviting audience members to move freely, to turn off their cameras, have a snack, or do what they need to participate more fully, to engage while also taking care of their own needs.

During Your Presentation

Using Images: If you include images in your presentation, be sure to also describe the image for visually impaired attendees. While the description should be short, it should follow the same guidelines as Image Descriptions (included above). Use extra care to describe any charts or graphs that are included, and be sure any charts or graphs are also described in detail in access copies.

Use Aural Indicators: When switching between speakers, be sure to reintroduce yourself. Simply saying "Ada here" or "This is Veronica speaking" is sufficient.

Reminders for Audience Interaction: For live presentations that begin with a lengthy speaking session, it's a recommended practice to begin asking audience members if they have access

needs before you begin audience interaction. Be mindful of access needs during audience interaction. For some people, including some neurodivergent audience members and Deaf or Hard of Hearing audience members who may be experiencing a delay with the transcription, speaking extemporaneously can be particularly challenging.

A Few Notes About Social Media During the Conference: We encourage you to share your experiences during the conference on your social media platforms. If you do, please be sure to use Image Descriptions for any pictures you include.

Also, if you use hashtags, please be sure capitalize each word in the hashtag, like this: #AccessIsLove. Capitalizing each word in the hashtag makes your post accessible for people using screen readers.

This year, we'll be using the hashtag #CCW2021.

Linked Resources

[Access is Love](#)

Created by Mia Mingus, Alice Wong, and Sandy Ho,
Hosted by the Disability Intersectionality Summit

[Access Suggestions for a Public Event](#)

Created by Sins Invalid

[Accessibility Guidelines for Presentations](#)

Created by the Society for Disability Studies

[College Composition and Communication 2020 Access Guide](#)

CCCC's Accessibility Committee, Coordinated by Margaret Fink

[Composing Access: An Invitation to Creating Accessible Events](#)

The Ohio State University, Organized by Margaret Price

[Disability and Accessibility In Composition: A \(Re\)Sources Space](#)

Created by Ada Hubrig

[Preparing an Accessible Presentation](#)

Created by Tara Wood

[Radical Access Mapping Project](#)

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