

# 2024 Annual Meetings

*San Diego*  
November 23–26



## **SBL Accessibility Guide for Presenters at the 2024 Annual Meeting** Disability and Accessibility Committee

November 2024

We want to make sure that the Annual Meeting's sessions are accessible for the many different members of SBL, especially those with disabilities. These are some starting suggestions for how to make your presentations accessible.

### **Powerpoints/Presentations:**

- Font Size: At least 36-pitch font
- Font Type: Sans-Serif typeface (e.g. Calibri or Arial)
- If you plan to make your presentations available, please be sure to include image descriptions (e.g. Alt-text). During your presentation, be prepared to give a short description of images, tables, or other visuals for those who may not be able to see the visuals.
- If possible, include a QR code on your slides that links to a copy where attendees can manipulate the text (or read alt-text for images).
- Whenever possible, please upload documents to the mobile app so that attendees can download and access those documents on personal devices.

### **Handouts:**

- Font Size: At least 18-pitch font (for large-print handouts)
- Font Type: Sans-Serif typeface (e.g. Calibri or Arial)
- Whenever possible, please upload documents to the mobile app so that attendees can download and access those documents on personal devices.

### **Audio/Visual:**

- When available, please be sure to use a microphone. It is also better to ask: "is the sound ok" rather than "can everyone hear me?"
- When reading material on a slideshow, please do not turn away from the audience as some attendees benefit from lip reading.
- When possible, enable closed captioning on slides (or provide a QR code which allows attendees to enable closed captioning on their own devices)

**Question and Answer Period:**

- Repeat audience questions and comments into microphone before replying to help those who may not have heard the question.
- Remember that sign language interpreters who ask questions to presenters are here to facilitate conversation. Address the attendees who asked the question rather than the interpreter.