Preparing for a Diverse Audience
Tips for Accessibility

Design Materials with Inclusivity in Mind

- Use alternative text for images and graphics.
- Include captions for videos and transcriptions for audio.
- Ensure slides are not cluttered.
  - Avoid long sentences.
  - Limit the number of visuals for better focus.
- MCLS conference will have a formal database to upload your slides ahead of your presentation. Consider sharing an editable version or a PDF that leaves space for note taking.

Create Accessible Visuals and Slides

- Use large, easy-to-read fonts, such as Sans-serif fonts (eg, Arial, Calibri, or Veranda).
- **Bold** important information for emphasis.
- Keep graphics simple.
- Ensure high color contrast between text and background.
  - Avoid combinations difficult with color-blindness.
- Do not rely solely on color to communicate information.
  - Add other visual effects to differentiate content, such as underlining links or having headers in a larger size.

Speak Clearly and Directly

- Use clear and concise language.
- Speak in well-paced and modulated tones.
- Allow ample time for the audience to absorb information.
  - For example, pause briefly when presenting a new slide to allow everyone to review it before continuing with explanations.
- Imagine your presentation as an audio recording - ensure all information is comprehensible without visuals.
- Use gender-fair language (e.g, "firefighter "instead of "fireman").

Coordinate with Interpreters

- Allow interpreters to prepare for your talk by providing materials to them in advance.
- Ask interpreters for any specific preferences or requirements in advance to help:
  - Facilitate smooth communication.
  - Create a collaborative environment.
  - Improve audience understanding.

Foster Inclusive Engagement

- Face the audience to help:
  - Support lip-reading.
  - Promote a sense of connection and engagement.
- Encourage audience participation, such as asking questions.
- Be mindful of processing speeds.
  - Allow time for questions and responses.
- Describe events in the room.
  - Repeat questions aloud.
  - Describe audience response.

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MATHEMATICAL COGNITION
AND LEARNING SOCIETY