

On-site Presenter Guidelines

Presenter

- You have been assigned to present your paper at the Collaborative Network for Engineering and Computing Diversity
- If you cannot present or feel you got the request in error, contact the corresponding author directly.
- **Registration**
Be advised, that you must **BE REGISTERED** to present your paper at the CONECD National Collaborative for Engineering Diversity
- **Technical Issues**
If you're having technical difficulty accessing the paper through the website, contact the ASEE Conferences staff at conferences@asee.org or 202-350-3720
- **Session Issues**
If you have any questions regarding the session content, please contact the track chair directly.

To access your presentation

1. Log into www.asee.org
2. Click on Upcoming Conferences
3. Click on National Collaborative for Engineering Diversity
4. Click on Manage Papers

Presenter Responsibilities

1. Each session is 90 minutes long
2. The presentations are distributed evenly among the 90 minutes, including Q&A
3. The track chair has determined the timeslot and order that papers will be presented. If you have any issues with scheduling, contact the Track Chair directly.
4. There's a moderator assigned to each technical session, they are responsible for keeping the session on schedule. Please take your direction from them on-site.

On-site Presentation Guidelines

1. PowerPoint is the preferred presentation method

2. A screen, LCD projector, podium and mic are provided in the session rooms. **Computers are NOT PROVIDED** in the rooms, therefore please bring your laptop as well as your presentation on a flash drive.
3. **VGA and HDMI connections are available for the projectors ONLY if you require a different type of connection, please BRING IT WITH YOU**

Format Guidelines

ASEE Inclusivity Guidelines for Presenters

Slides

- Keep slide content to a minimum. This reduces cognitive load, which helps everyone, but is particularly helpful to people with disabilities such as dyslexia and ADHD.
- Use slides that are readable by someone who uses a screen reader due to visual impairment (this is really important for workshops or situations where presenters are sharing slides or other documents)
 - [Microsoft Instructions for Accessible Powerpoint Presentations](#)
- Choose colors that are appropriate for individuals with color visual deficiency (color blindness)- see above as well as these simulators and guidelines;
 - [USABILLA How to Design for Colorblindness](#)
 - [Test how your slide looks to someone with colorblindness](#)
 - [Colorblindness simulator](#)
- Use concise, descriptive URLs in your slides. Use Bit.Ly or a similar site to create these, and customize the link to reflect something relevant to the content . This is primarily for the benefit of people with visual disabilities so that they can quickly hear and access the URLs using their assistive technology, but it helps everyone.
- If you use video during your presentation, use video captioning. Find tips for creating captioned video here:
 - [University of Washington Accessible Technology Site](#)
 - [Envato Video Captioning Tutorial](#)
 - [Rev.com captioning Service \(\\$1 per minute\)](#)
- For slides shared electronically, use alt text for all graphics (including charts). Alt text is text describing the graphic (not just a title, and not a caption) in a way that allows screen reader users to “visualize” what’s on the page.
- Provide handouts of your notes pages (see guidelines below for disability-friendly handouts)

Handouts

- Provide a transcript of your presentation or copy of notes pages in a handout. This can be shared by providing a link at the beginning of the presentation. Additional details about the slides are helpful for those who have hearing impairment. Remember to shorten the link using [Bit.ly](#) or similar.
- Use handouts that are readable by someone who uses a screen reader due to visual impairment (this is really important for workshops or situations where presenters are sharing slides or other documents)

- [Adobe Acrobat Instructions for Accessible PDFs](#)
- In the print documents, use [Bit.ly](#) or similar to create shorter URLs, and use embedded hyperlinks for the benefit of those using screen readers. For example:
 - Preferred: [Proceedings for the 2018 Annual Conference](#)
 - Not preferred: Proceedings for the 2018 Annual Conference can be found online
 - Not preferred: <https://peer.asee.org/collections/2018-asee-annual-conference-exposition>
- In the print documents, use alt text for all graphics (including charts). Alt text is text describing the graphic (not just a title, and not a caption) in a way that allows screen reader users to “visualize” what’s on the page. ***This is strongly recommended for slides as well in the event that slides are shared electronically.***

During the Session

- Use a mic whenever anyone is speaking – assures that people with low-hearing can hear and one persons speaks at a time, which is an broader inclusivity issues related to power dynamics (not being interrupted)
- Speak directly into the mic (most mics are unidirectional).
- If there is no audience mic, repeat the audience member’s question before answering it.
- Present in a way that allows audience members with visual disabilities to know what’s on the slides (i.e., be very descriptive).