



Society for the Study of Social Problems

In Pursuit of Social Justice

CHECKLIST FOR PRESENTERS

SSSP is committed to making our annual meeting accessible to all. We will arrange for services, such as sign-language interpreters, sighted guides, and other communication tools for meeting registrants.

The Accessibility Committee has developed the following guidelines and appreciates your participation in creating an accessible and inclusive environment. If you have additional suggestions please contact Dr. Alan Santinele Martino, Accessibility Committee Chair, alan.martino@ucalgary.ca, so that we can improve them.

The [guidelines](#) are also available online.

Before the meeting:

1. Send your full paper to the session presider and/or discussant **no later than June 30**.
2. Read the guide that Angela Frederick and Laura Mauldin wrote for *ASA's Footnotes* entitled, "[Accessibility is for Everyone: How to Rock Your ASA Presentation and Make it Inclusive.](#)"
3. If you need accommodations (including a microphone for presenters with soft voices) to present your paper, or have any questions or concerns contact Dr. Alan Santinele Martino, Accessibility Committee Chair, alan.martino@ucalgary.ca, **no later than June 30**.
4. If you plan to use handouts, print several copies in a larger font format (18-point font) and have an electronic copy available.

During your session:

1. Read any visual aids aloud and briefly describe any illustrations or charts. Please request a microphone if you are soft spoken, speak clearly, and say your name before presenting. If there is a [microphone](#), please use it.
2. If sign language interpreters are present, speak at a moderate pace. Do not slow down or pause for them to finish. Direct your attention to the participant, not to the interpreter.
3. All rooms are arranged for mobility assistive devices. We ask that if you move chairs around, you do so in a way that does not obstruct pathways wide enough for mobility assistive devices. It is especially important to keep doorways clear so that all individuals may come and go during sessions.
4. Refrain from wearing perfume, cologne, and other fragrances, or bringing companion animals other than service animals into the conference space.