



Society for the Study of Social Problems

In Pursuit of Social Justice

CHECKLIST FOR SESSION ORGANIZERS

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.

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

Before the meeting:

1. Remind presenters to supply the presider and/or discussant with a copy of their paper **no later than June 30**.
2. Encourage presenters to 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. Contact Dr. Alan Santinele Martino, Accessibility Committee Chair, alan.martino@ucalgary.ca, **no later than June 30** with any accommodations that presenters in your session may need.
4. Encourage presenters using handouts to have several copies available in a larger font format (18-point font) and to have an electronic copy available.

During your session:

1. If there is a [microphone](#), please use it. Speak clearly and in a reasonable tone into the microphone.
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.