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A Society for Linguistic Anthropology Accessibility Effort

Providing digital access to an accessible online copy of one's presentation helps to create inclusive communities centered on the sharing of ideas. Accessibility benefits all conference participants by facilitating circulation of ideas and engagement with them. This quick, easy, and secure process can be completed weeks, days, or just moments before a presenter begins their talk by following these guidelines and instructions.

- *At the beginning of your presentation, you should provide a link or QR code on your first slide to an accessible PDF document shared on google drive or another file share service of one's choice.* This document may then be removed from the drive immediately following your panel.
- It may be simplest and easiest to organize the file share link/ QR code at the panel level-- in other words, we suggest that panel organizers (or a designated panelist) create an online folder where all panelists can add their accessible PDFs
- On this slide, you should also include a clear statement that "this material may not be circulated or cited in this version and must be deleted after the talk"
- If you are able to do so, please also provide a few printed hard copies of a large print version of the text of your talk (or outline or notes if it is a more extemporaneous talk)
- It is also helpful to provide written image descriptions to complement the visual descriptions offered orally as part of a talk

FAQS AND FURTHER INSTRUCTIONS

- Question: What if I don't want others to have access to my work in progress?
- Answer: While it may seem troubling to share work in progress in written form, remember that an oral talk can easily be recorded on a phone without permission and transcribed quickly using speech to text software. In many ways, it is more secure to have a clearly marked and time stamped print version available, which constitutes a record of one's work for any future disputes.
- Question: How do I create an accessible PDF?
- Answer: Many SLA members in academic positions are likely already familiar with this process due to upcoming federal rules about accessibility of online materials. Numerous instructions also exist online for how to create an accessible PDF. One easy way to do so is to create a word document, then use the "save as" function, change the file format in the drop-down menu to PDF, and make sure the "best for electronic distribution and accessibility" button is selected
- Please contact the SLA accessibility coordinator, Steve Black, with any questions you may have at sblack@gsu.edu