

## **IMPORTANT PRESENTER INFORMATION**

### **PLEASE READ BEFORE YOUR PRESENTATION**

#### **BEFORE YOU BEGIN**

- Keep an eye on your room as attendees enter. If the session room appears to be filling up, please make an announcement asking attendees to move any bags or items from seats and to raise their hand if they are next to an empty seat. Please encourage attendees to use all seats.
- ASHA is committed to providing access—to the fullest extent possible—to continuing education courses for all participants. Please be aware and attentive to any attendees with any disability who may approach you and indicate a **need for reasonable accommodations**. Please be mindful that there may be attendees with needs for reasonable accommodations that are not always obvious. Please think about how you can facilitate everyone's participation and accommodate requests as you are able. Most session rooms will have multiple seats clearly designated in the front row, both in front of the podium and the screen, for priority seating.
- ASHA staff and student volunteers will monitor rooms for potential overflow situations and will determine if/when a session should be overflowed. If your session overflows, student volunteers will close the session doors and direct attendees to the overflow area. If your session reaches an unsafe occupancy, the fire marshal has the right to close the session entirely, so it is important that attendees follow all overflow instructions.

#### **DURING YOUR PRESENTATION**

- Every presenter must make a verbal announcement/disclosure at the beginning of their session announcing any financial and/or non-financial relationships. If there are no financial and/or non-financial relationships, this must be disclosed as well. This should be done with your disclosure slide on the screen.
- **Remember**, per the ASHA Continuing Education requirements, presenters may not market or sell any products or services during the presentation.
- Clearly state whether attendees may, or may not, take photos or videos of the presentation slides during your session.

#### **TECHNICAL DIFFICULTIES**

If you are having trouble with the AV, sound, computer, etc., you should click the "I Need AV Help" button on the computer in your session room. You can also notify a student volunteer who will then radio for AV assistance.

#### **CONCLUDING YOUR PRESENTATION**

- Inform your attendees if you will/will not make your full presentation available (after Convention) on the ASHA program planner. If you do choose to have your presentation posted publicly on the program planner, it will be posted roughly two weeks after the Convention.
- Please remind attendees to take their personal belongings.

#### **IF YOU RECEIVE A REQUEST FOR A REASONABLE ACCOMMODATION BASED ON DISABILITY**

There may be multiple requests and different forms of accommodations needed in your session. For example, some attendees may require designated seating or request specific seating in front of the podium or screen. Some attendees may have requested accommodations in the form of CART, ASL interpreters, proximity seating to facilitate speechreading, or may be using hearing assistive technology, and may ask that you wear a specific microphone.

#### **Some things you can do to support effective communication**

- Periodically repeat, rephrase or simplify what has been said.
- Verify your understanding of an attendee's question/comment by repeating it back.
- Monitor your rate of speech; slow down as needed.
- Remind your fellow presenters to always use the microphone. Shouting distorts the speech signal.
- Make yourself accessible for speechreading.
- Direct your comments to the individuals in the room rather than towards the slides/screen.
- Do not cover your mouth or prop your face on your hands while speaking.

- Report background noise in the room to a student volunteer so that modifications can be made if possible.

### **IF YOUR SESSION OVERFLOWS**

- Many of the tips to support effective communication listed above are also useful to bear in mind if your session overflows. When a session overflows your audio and slides are projected to another space.
- It is imperative that you use the microphone, and encourage your fellow presenters to also do so, especially with interjections, or panel discussions.
- Repeat any questions asked by the audience into the microphone.