

# Guidelines for inclusive presentations at the NNDR conferences

## General guidelines:

The NNDR is committed to inclusive practices at its conferences. We therefore suggest a few basic principles we believe promote important aspects of inclusion and ask that you apply them when presenting your paper in Reykjavík.

- 1) The “do it anyway” principle
  - Inclusion works best when no one must ask for adjustments. The principles below thus function best when applied routinely and consistently.
- 2) The visual interpretation principle
  - Read out text that is only visually presented. Describe pictures, graphics or visual artifacts you present.
- 3) The “show first – then language” principle
  - Whenever you make use of visual aids or artifacts, for example a slide show presentation, pause whenever a new slide is presented. Give the audience time to look at your slide (or artifact) before you direct attention back to yourself and start to language.
- 4) The “less is more” principle
  - The Implication of principles 2) and 3) is that you should limit the amount of text, graphics, or pictures as much as possible when using a slide show. (Guidelines on the layout of slides are presented below.)
- 5) The “use available microphones” principle
  - If you (or an interpreter) present in spoken language, make sure to use the microphone or loop system when- and wherever such technology is available.
  - When there is dialogue between members of the audience and yourself, make sure the audience use a microphone, if available.
  - If you have the only microphone available during such dialogues, repeat the audience’s comments and questions before you start giving your own reply.
- 6) The collective principle
  - It takes work and practice to internalise the principles we propose, so be generous and recognise both your own efforts as well as those of others. Inclusion is the product of a collective, not an individual, effort.
- 7) The communicative principle
  - Please observe that the suggested principles are suggested and thus up for discussion and feedback.

## Please note:

- When sign language interpreters are present for your presentation, presenters are asked to inform them before the start of their presentation about the language they will use.

- It is good practice not to try to cram too much content into one presentation. Attempts to talk fast, or poor timekeeping, do not promote inclusion. Having said this, the NNDR recognises that inclusion also necessitates flexibility, for example about time.
- For the sake of planning, we ask that requests for extended time or similar adjustments are made to the organisers at the earliest possible convenience.

**Layout guidelines for slide show presentations at NNDR conferences:**

- Font 32 on headings and no less than 24 on text
- Avoid italics and underscored text
- Use dot marks, they structure the slide
- Good contrast – black/dark text on a light background is usually the best
- Avoid text on a patterned background
- All slides should have titles, and all titles should be unique.
- In case your slide show includes external links, make sure that they are working.
- Naming convention: include your name in the format [surname, first name(s)] in the filename of your slide show presentation.