

## **Accessibility Guidelines**

### **Approved by the Executive Board May, 2020**

The Comics Studies Society and its Executive Board are committed to increasing and promoting access and engagement for people with a wide range of physical and neurological abilities. We therefore agree to provide reasonable accessibility accommodations to all areas, physical and otherwise, in which the CSS operates; to educate members on best practices to promote accessibility and, where possible, enforce those practices; to accept and review reports of discrimination and ability-based bias in CSS spaces; to hold accountable members and other associated persons who demonstrate discriminatory behavior or refuse to comply with reasonable ability-related accommodations; and to constantly work to improve the experience of physically and neurologically diverse persons in and around our community.

### **Accessibility Guidelines**

#### For Organizers

- Provide working microphones in all rooms
- Make sure each room has at least two spaces near the front of the room for wheelchair seating, and additional storage space for other assistive devices such as walkers and canes
- Ensure that all rooms and buildings have accessible classroom and building entrances that are clearly marked
- If rooms are on multiple floors, provide reliable elevator access
- Provide budget and personnel for sign language interpreters, especially for plenary panels, in coordination with on-site accessibility staff
- Provide an on-site quiet area for those with sensory needs related to sound and light
- First names on nametags should be in large font for those with low vision
- Feature a public accessibility statement and list of access guidelines for presenters on the conference website
- Consider providing conversation starter cards on tables at meal time events for those with social anxiety
- Provide adequate lighting in presentations for lips to be clearly read from the front row of seats
- Increase lighting to normal levels when visual presentation is not in progress
- Provide optional Color Communication Badges for people to communicate their communication preferences: green-talk to me; yellow-talk to me if you know me; red-don't talk to me. Method of color communication should be interchangeable for adjustment throughout the day
- Establish and publicize one member of the host location staff, by name, as a specific point of contact for attendees needing accommodations
- Make note of nearby green areas for service animal relief
- Provide information and resources in coordination with the host location for printing hard copy large font accessibility copies of presentations
- Provide on-site, gender-neutral restrooms that are fully accessible

#### For Presenters

- Use microphones and speak loudly and clearly, but do not shout

- Provide five virtual or hard copy large font accessibility copies (Times New Roman 14-16pt) of papers or of presentation notes for those hard of hearing and with low vision
- Use captioning options for presentations when available
- Repeat audience questions using presenter microphone during Q&A when there is no audience microphone
- Describe images in their presentations for those with low vision (consider the principles of ADA-compliant ALT text for images). This information should also be included in the available hard copies of presentations
- Turn off projectors when not using them to reduce background noise
- Keep doorways clear to provide access for wheelchairs
- Provide a content warning before the beginning of a presentation if the material features overt sexual content, graphic violence, abuse, or other sensitive material that may trigger attendees