

Guidelines for Satellite Authors and Presenters

You have been accepted or invited to present at a Satellite Meeting. The following guidelines are expected to be followed by all Satellite presenters.

Preparing accessible papers

- Proposed papers & presentations are to reflect the Satellite's theme.
- Use the [template provided](#) to submit your paper.
- Tables are discouraged, but if you must, mark table rows - header, total, etc. and provide a table summary using the Alt Text box
- Use Alt Text for images
- Use the Accessibility Checker provided in Word prior to converting your paper to PDF and prior to submitting

Submitting your paper/presentation

- Complete the [Author Permission form](#)
- Submit your paper to the Satellite Meeting organizer by their deadline.
- Early submission is encouraged so that your paper can be checked and made available online.
- The Satellite Meeting coordinator may request additional information from you, for the purposes of your introduction.

Preparing accessible presentations

- Keep the slide background simple – do not put text over watermarks or images.
- Make a clear distinction between the colour of the content and the colour of the background.
- Limit the text on the page and keep the font size above 22 pt.
- Avoid complete sentences using only enough words to convey the content.
- Avoid all caps or italics
- Limit writing inside the slides to maximum 6 lines
- If you are using interactive features, let people know before you start, for example "We are going to have a poll later. We will ask you what your opinion is."
- Use only Sans Serif fonts such as Arial, Calibri, Century Gothic, Tahoma, Trebuchet, Univers, Verdana

- Use slide layout templates. Avoid adding text boxes or items on top of the content boxes provided in the layout templates. Visual assistive technology may jump/ignore items that are added to the pages and are outside the templates.
- Use unique slide titles for each slide. Caption photos and graphics.
- Do not use shapes. Assistive technology screen readers will not identify shapes.
- Avoid animation and automatic slide transitions since they can be distracting and cause difficulties for readers and screen readers.
- If a video is embedded in the slide deck, include captioning if possible. If an audio only file is embedded, ensure a transcript is included.

Presenting at the Satellite Meeting

We want to make the Satellite meeting a positive experience for all participants. If you have particular accessibility needs (for example, low vision or blindness, dyslexia, deafness, language, or other reading difficulties) please contact the Satellite Meeting Coordinator so we can work together to provide accommodation.

Presenting slides, posters and other content

- Speak slowly. This helps people who need both physical and cognitive accommodations and those for whom the webinar is not in a familiar language.
- If slides are not provided in advance, begin and end the presentation by telling participants where, when, and how they can get a copy of the slides or recording of the event.
- When presenting a slide
- Read the slide title first, then the slide content
- Read a bullet point, make additional comments, and then go on to the next bullet.
- Describe any photos or other graphics.