

IMPORTANT PRESENTER INFORMATION

PLEASE READ BEFORE YOUR PRESENTATION

BEFORE YOU BEGIN

- Seating in the session rooms has been reduced and you may find different physically-distanced seating arrangements in different rooms. This includes theater-style seating with wider gaps or short rows of three chairs with wider walking aisles in between (as room size allows). In larger rooms, sections of chairs will be arranged 6 feet apart and marked orange for those who prefer to maintain greater distance.
- We will not have overflow spaces this year. In the unlikely event that a room reaches capacity, student volunteers will close the door and direct newly arriving attendees to other sessions.
- ASHA is committed to providing access—to the fullest extent possible—to continuing education courses for all participants. We encourage you to think about how you can facilitate everyone's participation and accommodate requests as you are able. Please be attentive to any attendees who may approach you and indicate a **need for reasonable accommodations** due to a disability, whether visible or not (see the section on page 2 about what to do if you receive a request). Most session rooms will have a priority seating area designated in the front row, both in front of the podium and the screen.

DURING YOUR PRESENTATION

- You may take off your mask when presenting so attendees can hear you clearly, or speech read. If your presentation has multiple speakers, everyone should keep their mask in place until they are actively speaking.
- 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., use the "Push Me for AV Help" button on the computer in your session room. You can also notify a student volunteer who will then radio for AV assistance. AV techs are stationed near session rooms so they can quickly assist if any issues arise.

CONCLUDING YOUR PRESENTATION

- Inform your attendees whether you will make your presentation available publicly after ASHA Convention or if they should reach out to you directly for copies or questions and share your contact information.
- Please remind attendees to take their personal belongings.
- A kit with cleaning supplies is provided for the podium and head table in each session room. Presenters are encouraged to wipe down those areas before they leave so the surfaces are clean for the next presenter(s) who will be using the room. Rooms will be given a deeper cleaning overnight.

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 request special 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.