

HOUSEKEEPING & COMMUNICATION EQUITY TIPS

The following communication tips ensure that everyone can participate fully and has equal access to information

- Please make sure you are muted unless speaking
- All participants should state name and pause 3 seconds before speaking, i.e., “this is Cornell”...count 123...comment
 - This gives attendees the chance to identify who is speaking
 - Allows the captioner opportunity to place commenters name in the captioning
- Presenters should pause 10 sec. to allow attendees time to read slide before speaking and 5 sec. before moving to the next slide
 - This allows someone using an interpreter or Communication Access Real-Time Translation (CART) captioning to follow and participate in asking questions
- If there are issues with ASL interpreting or CART, place the issue in chat and moderator should pause meeting until resolved

To request American Sign Language interpreters or CART captioning for meetings, contact
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NOTE TO PRESENTERS

To promote meeting accessibility for everyone, we are asking presenters to incorporate the following strategies:

- ❑ Share PowerPoint deck with participants in advance (Friday EOD)
- ❑ Be aware of font size on Power Point slides. A minimum of 16 pt. font is best to allow access for those with low vision
- ❑ When presenting, read slide number or slide title to provide orientation
- ❑ Give a visual description of the slide, i.e. “The slide shows a line graph with 3 lines representing....” or “There is a picture of a man smiling and a women giving him an injection in his arm.” This will assist those with vision loss to understand what others in the audience are seeing
- ❑ When presenting, pause 10 seconds to allow attendees to read slide before speaking and 5 seconds before moving to the next slide