



The convention of new beginnings.

**Date:** November 6-8, 2024

**Location:** Grand Traverse Resort, 100 Grand Traverse Village Blvd, Acme, MI 49610.

If chosen to present, you must review the following:

1. Review accessibility and DEI resources:

- a. While Presenting:
  - i. **Identify and Describe Speaker(s)**
  - ii. **Speak clearly**, and avoid speaking too fast
  - iii. **Use simple language.** Avoid or explain jargon, acronyms, and idioms.
  - iv. **Give people time to process information.** Pause between topics.
  - v. **Be visible** - Be careful not to face away from the audience to read projected material.
  - vi. **Ensure all relevant sound is audible** through the sound system. For example, if the audience doesn't have a microphone, **repeat their questions and comments into your microphone before replying.**
  - vii. **Describe pertinent parts of graphics, videos, and other visuals** - Describe them to the extent needed to understand the presentation. (You usually do not need to describe decorative images.)
  - viii. **Describe other visual information.** For example, a speaker asks people to raise their hands if they make their websites fully accessible. The speaker should then describe the visual response: "About half raised their hand".
  - ix. [Read more here](#)
- b. Be sure to use proper disability language. Language around disability should be neutral and not laden with value judgments or adjectives that are negative. Review the Language Guidelines attachment for more information.
- c. Make your PowerPoint accessible:
  - i. **Make text and important visuals big enough** to be read even from the back of the room. This includes graphics on slides, videos, posters, and other non-electronic material.
  - ii. **Use an easy-to-read font face.**
  - iii. **Read more here if you wish:** [Link](#)
  - iv. [Visual Accessibility 1](#)
  - v. [Visual Accessibility 2](#)

## 2. Language Guidelines:

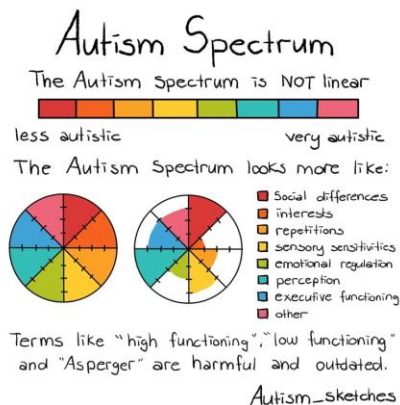
Disability is a natural part of the human condition. Disability is a human diversity characteristic.

The language we use around disability should reflect those values.

Language around disability should be neutral and not laden with value judgments or adjectives that are negative.

Words we will ask you not use & to find other ways to describe what you mean:

- High functioning/low functioning or, Low Support Needs/High Support Needs. Focus on specific needs or traits like in the diagram below does.



- Handicapped
  - Normal
- Birth defect
  - Retarded
- Suffers from
- Afflicted with
- (disability) Victim
- Severe (disability)
  - Impaired
- Special needs
  - Wheelchair bound/confined to wheelchair
    - Wrong with him/her/them
- Using labels like ADHD, OCD, schizophrenic, etc when not referring to a disability
- Saying crazy, insane, paralyzed or blind as adjectives in everyday speech

Language around disability should focus on how someone does something not around the way they cannot do things.

Mike uses a wheelchair instead of Mike can't walk

If you have any questions, please email Katie Kinde at [KKinde@incompassmi.org](mailto:KKinde@incompassmi.org)

Credit: Disability Network Southwest Michigan - [www.dnswm.org](http://www.dnswm.org)

### 3. Review policies:

- a. As a presenter, you agree to the Incompass Michigan code of conduct. Incompass Michigan expects all event presenters to abide by this code of conduct and all applicable laws at all virtual or in-person trainings, meetings, and conference-related social events. Incompass Michigan is dedicated to providing a positive and harassment-free virtual conference experience for everyone, regardless of race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, age, disability, or genetic information (including family medical history), marital status, height, weight, arrest record, veteran status or any other basis protected by applicable state, federal, or other law. We do not tolerate harassment of event participants or staff in any form. Presenters will not engage in disruptive speech or behavior or otherwise interfere with this event, or other individuals' participation in the event. Event presenters violating these rules may be sanctioned or expelled from the event. If you witness or are subjected to inappropriate behavior or have good faith concerns related to an event, please immediately notify event staff.