

AUCCCO Guidelines for Conducting Inclusive Presentations

Developed by the AUCCCO *Diversity, Equity, and Inclusion Committee*

In congruence with AUCCCO's values of inclusion, we encourage all presenters at the annual AUCCCO National Outreach Conference to review and incorporate inclusive presentation practices such as the ones highlighted below.

1. Be mindful of diverse backgrounds and worldviews of participants, along with multiple dimensions of identity, and recognize the biases and assumptions that may be present in the content of the workshop.
2. Be mindful of pronouns and heteronormative assumptions that may be conveyed in role plays, scenarios, and case examples. Create a safe space in the room for all participants.
3. At the start of your presentation/workshop, consider making a statement about being mindful of assumptions, biases, and confidentiality, as well as respecting multiple identities, backgrounds, and perspectives in the room.
4. Incorporate images and language that are inclusive and represent a wide range of individuals and groups (e.g., people living with disabilities, same-sex couples, people of color, etc.).
5. Be thoughtful about and intentionally include issues of intersectionality into your presentation or activities.
6. As a presenter, recognize your own areas of privilege and model awareness of your own biases and assumptions in your own journey of building multicultural competence. Acknowledge that all participants have areas of privilege, biases, and assumptions they also bring into the room. Please be aware of your position of privilege and power as a selected speaker on your topic, and consider how you can serve to impact participants of your program/workshop.
7. If planning group discussions or activities, keep in mind that background noise can make it difficult for those who are hard of hearing to participate. It may help to have groups spread out, or give the option for some groups to step outside to talk to decrease the amount of sound.
8. Keep in mind concepts of universal design in your presentation, making products or the environment accessible to people with disabilities and all types of learners and usable by all participants.
 - Caption videos whenever possible
 - Use large font
 - Present material in different formats when possible (written, spoken, diagrams)
 - Be sure to speak loudly and clearly and face the audience
 - Repeat audience questions
 - Consider if trigger warnings are needed
 - For more resources visit: <http://www.washington.edu/doiit/equal-access-universal-design-conference-exhibits-and-presentations>

9. If incorporating images, clips, brochures, handouts, or other resources into your presentation, please consider that these represent your institution and the AUCCCO National Outreach Conference and refrain from using materials that convey discriminatory or biased language or information.
10. There may be incidents during a presentation/workshop where a conflict or microaggression may arise during the session between or among participants (and/or presenters). Every attempt should be made to acknowledge, validate, and diffuse the situation, as you would in an outreach program at your college or university. This diffusion may include making a statement about respecting diverse perspectives and suggesting further dialogue after the session ends.