# **DWC2022 Instructions for Presenters (Speakers’ Package)**

# Guidelines for Disability & Work in Canada 2022 presenters

Contents of this Guide

[Guidelines for Disability & Work in Canada 2022 presenters 1](#_Toc112843207)

[Welcome Message 1](#_Toc112843208)

[Target-setting, Measurement, Evaluation and Accountability 1](#_Toc112843209)

[Please provide your Speaker Bios and Session Information: 2](#_Toc112843210)

[ DWC2022 Conference Speaker Bios 2](#_Toc112843211)

[ DWC 2022 Session Information (to be completed by the Panel Lead): 2](#_Toc112843212)

[Important! Accessibility Guidelines and Tips: 3](#_Toc112843213)

[Alternative Text (Alt. text) 4](#_Toc112843214)

[Set up for the Live Presentation 4](#_Toc112843215)

[Live Presentation or Recording environment: 4](#_Toc112843216)

[Video Requirements 5](#_Toc112843217)

[Presenter Fees 5](#_Toc112843218)

[General note 6](#_Toc112843219)

## **Welcome Message**

We are pleased to welcome you to the Disability and Work in Canada 2022 (DWC2022) Virtual Conference. We look forward to your presentations and hope that you have a rewarding experience participating in DWC2022.

## **Target-setting, Measurement, Evaluation and Accountability**

* If possible, please address the target-setting, measurement, and evaluation of the initiatives in your presentation.
* We encourage all speakers and session organizers to speak to the issues of target setting, measurement and evaluation as a way to ensure accountability
* Through target setting one can identify desired outputs, outcomes and goals to be achieved by an activity, initiative, or program
* Through measurement and evaluation, one can assess progress made toward the targeted outputs, outcomes and goals of the activity, initiative or program
* **Please include details on what were the goals, how were outcomes measured and what outcomes (short and long term) were achieved.**
* Following is a checklist of suggestions for a measurement and evaluation strategy:
	+ set output and outcomes targets
	+ develop baseline measures
	+ identify measures and indicators of progress
	+ create data sets and a repository of indicators to draw on for monitoring and evaluation
	+ report on achievements of outputs, outcomes and goals of the activity, initiative or program
* Target setting, followed by monitoring and evaluation, as well as reporting, promotes accountability and can helps ensure progress is being made on the goals of the Pan-Canadian Strategy for Disability and Work (see p. 11 of the [Strategy](https://www.crwdp.ca/en/dwc-strategy) for details)

## **Please provide your Speaker Bios and Session Information:**

* **DWC2022 Conference Speaker Bios:** Please provide your speaker bio information by filling out the online form at the link below, by **October 3rd, 2022.** Information we are collecting are your email address, organization and title, short bio, photo (face and shoulders; square image up to 5 mb), and links to website and social media accounts (optional). **Each speaker should submit their own bio and photo at the following link:**
	+ **DWC 2022 Conference Presenter Information:**

[**https://www.surveymonkey.com/r/8GK322S**](https://www.surveymonkey.com/r/8GK322S)

* **DWC 2022 Session Information (to be completed by the Panel Lead):** **Panel Leads** are asked to then submit their session information by filling out the second online form at the link below, by **October 3rd, 2022**. Your **DWC Lead (i.e., DWC Steering Committee member)** will be in touch with you about identifying your Panel Lead.
	+ Your **Panel Lead** will be asked to provide your:
		- session title
		- your session’s presenters’ names
		- session description
		- moderator name
		- questions regarding technical assistance and accommodation requirements.
		- You can also send us presentation slides, reports, materials and website links relevant to your project or initiative, to publish on the conference webpage (accessible files please).
	+ Each **Panel Lead** should **provide their session information at the following link:**
	+ **DWC 2022 Session Information:** **<https://www.surveymonkey.com/r/VJLGK5Z>**
* If you are experiencing any issues with the online surveys, please contact us at info@DWCStrategy.ca.

## **Important! Accessibility Guidelines and Tips:**

* If there are multiple speakers involved in your presentation, make sure that everyone says their name before speaking.
* Remember to speak clearly and distinctly for captioning and ASL. Ensure to speak at a good pace – not too fast!
* If you are using presentation slides, please provide a copy of the slides in an accessible format, to be published along with the recording of the session. [You can find some guidelines on how to create an accessible Power Point presentation on this website](https://www.washington.edu/accessibility/documents/powerpoint/).
* Please ensure that the minimum font size on you slides is 20-point font. Choose a clear and easy to read font – Arial or Verdana work best.
* If you are using presentation slides during your presentation, make sure to verbally describe pertinent parts of graphics, videos, and other visuals. Describe them to the extent needed to understand the presentation.
* Avoid phrases that are not helpful or descriptive to audience members interacting with you primarily through voice or audio (e.g., “As you can see here…”).
* Ensure your slides have sufficient contrast between foreground and background colors. [Click here for tips on colour contrast in documents](https://www.washington.edu/accessibility/documents/contrast/). Avoid the use of red or green background or text where possible.
* Introduce yourself with a visual description (e.g., My name is Kathy. I have long brown hair and white skin, and I am wearing black glasses and a blue shirt.")
* Use plain language. Make all information as clear as possible.
* If you are providing additional materials, please ensure their accessibility as well. For example, it may be easier to ensure accessibility of your document if it is in a Word format rather than a PDF. [You can find helpful tips on how to create an accessible Word document here](https://www.washington.edu/accessibility/documents/powerpoint/).
* Panel sessions and session videos will be captioned by a live third party captioner, and an ASL interpreter will be available prior to the start of the session and during the full session.
* Captions will be added to short, pre-recorded presentations, before making them available on the conference website.

## **Alternative Text (Alt. text)**

* Please find a link with [Instructions on how to add alternative text (alt. text) to images in PowerPoint, Word and Excel in Microsoft 365](https://www.crwdp.ca/sites/default/files/documentuploader/alt_text_instructions.docx)

## **Set up for the Live Presentation**

In order to be well equipped as a participant, please make sure you have the following:

* Desktop computer or laptop (fully charged or connected to an electricity source) with:
	+ A built-in mic or external mic connected by USB
	+ A built-in camera or external camera connected by USB
	+ Headphones or earbuds with an attached mic
	+ A reliable internet connection
* Zoom (downloaded and upgraded):
	+ To download the Zoom app onto your computer, go to [www.zoom.us](http://www.zoom.us) to sign up for free. Once you have downloaded the app, make sure to check a day before the event that you have the latest version installed.
	+ Please note that you will be joining a Zoom webinar as a panelist, and you will be sent a Zoom webinar panelist invitation link to your email address. Please use this link to join the webinar as a panelist for the live sessions.
	+ If you have never joined a Zoom meeting or want a review, get some [guidance here.](https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting#:~:text=Open%20Safari.-,Go%20to%20join.zoom.us.,zoom.us%2C%20click%20Allow.)

## **Live Presentation or Recording environment:**

* Check your computer for its camera quality, microphone quality and network connection
* Ensure you have updated your computer and Zoom to the latest versions
* Set up in a small room — the smaller the better. To reduce echo, avoid high ceilings and large rooms.
* Set up the camera/laptop so that it’s at eye level with you rather than looking down or up at you.
* Wherever you’re setting up in the room, take a good look at everything in the frame and get rid of unwanted background items.
* Don’t get too close or too far away from your camera. Head and shoulders are ideal.
* Make sure the lighting in the space you choose is in front of you, not behind you (backlight) or directly above you (creating shadows on your face)
* To reduce background noise, avoid kitchens, large windows, air conditioners, swivel chairs, and loose jewelry.
* Also avoid actions that could create sounds, such as shuffling papers.
* No outdoor settings. The quality of audio and lighting is compromised due to wind and the positioning of the sun, and the outdoor setting affects the mic.
* Limit distractions and avoid multitasking. Turn off computer notifications, close or minimize running apps, and mute your smartphone.
* Begin by introducing yourself, including a visual description of yourself ("Hi, my name is Kathy Padkapayeva, and I’m a National Manager at the Centre for Research on Work Disability Policy. I have long brown hair and white skin, and I am wearing black glasses and a blue shirt.") and then go on with your talk. For pre-recorded sessions, don't worry, if you make a mistake, you can stop your talk and restart. We can make edits (cuts) afterwards once you submit us your video.
* You can have notes or a script to read from if you like, but I should mention that the best talks are the ones where the talker speaks to the audience organically.

## **Video Requirements**

* If you are submitting a pre-recorded presentation, then mp4 format is preferred
* If you require technical assistance with pre-recording your video, please contact your **DWC Lead**, and they will arrange for technical assistance with recording your video
* **5-minute Short pre-recorded presentation:** Please submit your short, pre-recorded presentation video to the DWC Planning Committee by **October 12th, 2022.**
* Contact info@DWCStrategy.ca if you have questions about it.

## **Presenter Fees**

Presenters who are with organizations that have the resources to cover the conference registration fee are asked to pay this fee. This helps towards the costs of running the conference and enhances the funds available to support the participation of those who lack access to such resources. However, in cases where presenters are unable to cover the registration fee, please let us know by emailing your **DWC Lead (i.e., DWC Steering Committee member Session Lead)** and they will provide you with a confidential code for free registration.

## **General note**

Please note that we would like to make all presentation videos available to conference attendees during the conference and over the three months following the conference, and after that, publish all videos and materials on CRWDP and CCRW websites, similarly to how we did it for the previous DWC conferences ([see example of our page for DWC2020](https://www.crwdp.ca/en/annual-conference-2020-disability-and-work-canada)), to make all materials publicly available. If you have any questions about it, please let us know at info@DWCStrategy.ca.