

# **Guidelines for Disability & Work in Canada 2021 presenters**

Contents of this guide

[**Guidelines for Disability & Work in Canada 2021 presenters** 1](#_Toc83734229)

[**Welcome message** 1](#_Toc83734230)

[**Measurement and Accountability** 1](#_Toc83734231)

[**Besides your live presentation or pre-recording the session, what we will be asking you to do** 2](#_Toc83734232)

[**Very important! Please follow these guidelines to ensure accessibility:** 3](#_Toc83734233)

[**Alternative Text (Alt. text)** 3](#_Toc83734234)

[**Set up for the live presentation or pre-recording the video of the session** 4](#_Toc83734235)

[**Live Presentation or Recording environment (tips to picking a space and presenting):** 4](#_Toc83734236)

[**Video Requirements** 5](#_Toc83734237)

[**Presenter Fees** 5](#_Toc83734238)

[**General note** 6](#_Toc83734239)

## **Welcome message**

We are pleased to welcome you to the Disability and Work in Canada 2021 (DWC2021) Virtual Conference. Thank you for participating in the DWC2021 conference. We look forward to your live or pre-recorded presentations about disability and work in Canada. We hope that you have a rewarding experience participating in DWC2021.

## **Measurement and Accountability**

* Measurement and evaluation give us an idea of how far we have come (i.e., accountability). If possible, please address the measurement and evaluation of the initiatives in your presentation.
* Below are suggested measurement strategies to address measurement and accountability, from the **Pan-Canadian Strategy for Disability and Work (p. 11)**:
	+ “To ensure progress is made in achieving the objectives and realizing the vision, strategies are proposed to measure if and how well proposed initiatives are being carried out. These measurement strategies serve to ensure accountability through monitoring, evaluation and reporting of findings to relevant stakeholders. Strategies include developing baseline measures, setting goals, identifying indicators of progress, creating data sets and a repository of initiatives and resources, and monitoring and reporting by objective third parties. Activities are designed to ensure progress is measured, documented and reported in an accurate, meaningful and timely manner.”

## **Besides your live presentation or pre-recording the session, what we will be asking you to do**

* We would like to post your short bio (one-paragraph), along your photo, and the abstract of the session on the conference website.
* **DWC2021 Conference Speaker Bios:** Please provide your speaker bio information by filling out the online form at the link below, by **October 29th, 2021.** 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 2021 Conference Presenter Information:**<https://www.surveymonkey.com/r/B9375PL>
* **DWC 2021 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 29th, 2021**. Your **Session 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, key words/tags, moderator name, whether your presentation will be live or pre-recorded, and 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 2021 Session Information:** <https://www.surveymonkey.com/r/BZY82T5>
* If you are experiencing any issues with the online surveys, please contact us at info@DWCStrategy.ca.

## **Very important! Please follow these guidelines to ensure accessibility:**

* Remember not to speak 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/creating-accessible-presentations-in-microsoft-powerpoint/) (published by the University of Washington).
* If you are using presentation slides, during your presentation describe pertinent parts of graphics, videos, and other visuals. Describe them to the extent needed to understand the presentation.
* Use plain language. Make all information as clear as possible.
* For slides with text, please use at least 14-point font size
* 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/word/) (published by the University of Washington).
* Panel sessions and session videos will be captioned by a live third party captioner, and an ASL interpreter will be available
* Captions will be added to short pre-recorded presentations, before making it 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 or pre-recording the video of the session**

You have the option of presenting with your panel live (including the live Q & A) or pre-recording your panel session and attending live for the Q & A session.

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 network
* 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 (tips to picking a space and presenting):**

* 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.
* Have a glass of water handy next to you.
* Begin by introducing yourself ("Hi, my name is Kathy Padkapayeva, and I’m a National Manager at the Centre for Research on Work Disability Policy") 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 **Session 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 29th, 2021.**
* **Panel Session video:** Please submit your pre-recorded panel session video to your Session Lead by **November 15th, 2021.**
* 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 **Session 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.