

# PLEASE READ: GUIDELINES TO MAKE OUR SESSIONS ACCESSIBLE TO EVERYONE



*We look forward to many energizing sessions and conversations over the course of this year's Annual Convention. To ensure that everyone can take part fully in all sessions, please consider the following these guidelines.*

- **Use the microphone**—no matter how booming your voice is, how much you dislike hearing your voice amplified, or how frustrating it is to wait until a microphone gets to you. Room acoustics, volume, accent, a turned head—these can create barriers to comprehension that are mitigated by using a microphone.
- **Refrain from side-talk during sessions.** For some people, a buzz of side conversation is a small annoyance, but for others it makes it nearly impossible to understand what's happening. If you need to have a conversation, please step outside of the session to do so.
- **Consider going scent-free**, or trying to keep the impact of any perfumes or cologne to a minimum. Sensitivities to smell can be increased in enclosed spaces, and can create problems for some attendees.
- **In small-group conversations, please modulate your voice**—not so loud as to invade another conversation, but not so quiet as to be unhearable. Some may feel uncomfortable making any requests about your volume, so please try and be aware of people having difficulty.
- **Silence your cellphones, computers, tablets, etc.** We welcome any and all digital participation (#AFTACON forever!), but on silent mode please.
- **Be cognizant of your body and things.** Please try not to spill out into the aisles with either bags or legs. We've tried to be make our spaces as accessible as possible, but if someone needs assistance to get where they want to go, please take the time to help.

## THANK YOU, AND ENJOY THE ANNUAL CONVENTION!