

AEJMC Accessibility Best Practices

Purpose

The Association for Education in Journalism and Mass Communication (AEJMC) is committed to providing an inclusive, accessible, and welcoming conference experience for all participants. This guide outlines expectations, minimum accessibility standards, and recommended practices to support accessibility across regional and national conference programs, virtual webinars, and meetings. This guide applies to in-person, hybrid, and virtual sessions and is intended for presenters, moderators, and session organizers.

Statement

AEJMC strives to remove barriers to participation and encourages all presenters, moderators, and attendees to contribute to an environment that supports diverse needs, abilities, and perspectives. This includes reducing barriers related to vision, hearing, mobility, language, and technology access. Accessibility is a shared responsibility and an essential component of ethical professional and scholarly engagement.

Presenter and Discussant Expectations

Presenters are expected to make reasonable efforts to incorporate accessible presentation practices, including:

- Designing slides with **clear, readable fonts** and **high-contrast color combinations**
 - Minimum 24pt font (32pt preferred for body text) for slideshow presentations, and for posters: 36pt font for body text, 56pt font for section title, and 158pt font for poster title
 - Sans-serif fonts (e.g., Arial, Calibri)
 - Avoid color-only meaning (e.g., where red = bad and green = good, but there are no labels, patterns, or text explanations)
- Verbally **describing key visuals**, charts, images, and data during presentations
- Limit animations and flashing content
- When possible, pause periodically to allow processing and note-taking
- Providing **captions or transcripts** for audio and video materials when possible
- Avoiding overly dense slides or small text and ensuring content is accessible to a broad audience
- To promote accessibility for all attendees, presenters should use clear verbal communication practices. This includes speaking at an appropriate volume for the room size, facing the audience, repeating audience questions or comments, and pacing delivery to support understanding.

Supplemental Materials

When possible, presenters are encouraged to provide materials that support a range of accessibility needs, such as:

- Slide decks or presentation summaries
- Handouts or brief outlines of key points
- Links to papers or additional resources
- Accessibility: Ensure [WCAG Contrast Compliance](#)

These materials can help attendees who may have difficulty hearing or processing information in real time.

Moderator Responsibilities

Session moderators play an important role in supporting accessibility and are encouraged to:

- Share a brief **accessibility reminder** at the beginning of each session:
 - *“Before we begin, some quick accessibility reminders: please use the microphone while also speaking clearly and project your voice so everyone in the room can hear. We also ask that all audience questions be repeated before responses are given. Thank you for helping us create an inclusive and accessible session.”*

Attendee Engagement

AEJMC encourages all attendees to share responsibility for maintaining an inclusive environment by:

- Speak loudly and clearly so all attendees can hear you; when available, the use of a microphone is strongly encouraged
- Allowing space for diverse perspectives and participation
- Engaging respectfully with presenters and fellow attendees
- When possible, try to avoid side conversations that may interfere with hearing accessibility

Continuous Improvement

AEJMC recognizes that accessibility is an ongoing and evolving effort. We welcome participant feedback to help improve accessibility practices for future conferences. Participants who require accommodations or have accessibility-related questions are encouraged to contact AEJMC headquarters in advance of the conference. (cassidy@aejmc.org or 803-798-0271)

Shared Commitment

Together, we can create a conference experience that is engaging, respectful, and accessible to all members of our community.