

Disability Rights Commission Practices for Inclusive Meetings

Thank you for presenting at the Disability Rights Commission. We value the information you plan to share and the opportunity to collaborate with you. To help ensure that everyone has access to your presentation, we ask that you review and follow these practices for inclusion.

Agendas and Pre-Reading Materials

1. Please email any materials you plan to share with the Commission to RHoyt@CityOfMadison.com and GRocha@CityOfMadison.com at least one week prior to the meeting.
2. Ensure materials are in an accessible format such as a readable pdf and images have alt text or visual descriptions.
3. If the name of your program or initiative is not self-explanatory, consider offering a tag line for the agenda. For example: *CARES Program – an alternative to police response for non-violent behavioral health calls to 911.*

Participating in Virtual Meetings

1. Make sure your audio and visual connection is good.
2. When speaking, position your face at an angle that allows participants to read your lips.
3. Body language is an important part of communication. We invite you to let your face and body talk when you are not speaking.

When Speaking

1. When introducing yourself, give your pronouns if you are comfortable, and a brief visual description. A visual description is where you describe what is seen in your zoom box. For example: *I am a light-skin Black man with brown hair and brown eyes. I am wearing a blue plaid shirt and glasses with black frames. I am sitting in my office with a bookcase behind me.*
2. Participants should state their name each time they speak.
3. If there is an interpreter, speak directly to the person benefiting from the interpreter, not the interpreter. Speak at a normal pace but pause after using names of places and people. These often must be spelled out by ASL interpreters.
4. We will pause the meeting if there are any issues with the interpreters so key information is not missed.

Language

1. Please use plain language. This includes defining any technical terms.
2. Use gender neutral language.
3. Avoid metaphors, acronyms, slangs or idioms.

4. When describing individuals with disabilities or the disability community, please use People First (people with disabilities) or Identity First (Disabled people) language.
5. The City of Madison is committed to removing ableist metaphors such as crazy, insane, handicap, lame, suffers from/with, high or low functioning, duh, spaz, and many more from our speech.

Visual Information

1. Use a high-contrast color scheme (such as black and white).
2. For PowerPoints, use large fonts (44 point for slide titles, 24-36 point for information).
3. Use camel case for web addresses and email addresses. This means the first letter of each word is capitalized. For example: www.CityOfMadison.com or JoeHerrera@StreetsDivision.com
4. Include minimal information per slide.
5. Use standard slide transitions and avoid decorative fillers.
6. Briefly describe all visuals.
7. Use numbers instead of bullet points.
8. Let participants know if your presentation includes sound before playing audio or video.

Screen Sharing

1. If you plan to screen share, you **must provide materials in advance**. This allows time for participants to request an alternate format, if needed. It ensures participants can access documents through their assistive technology and computer settings and gives people the time they need to review materials before the meeting.
2. Zoom in so that fonts and graphics are readable.
3. Avoid high speed scrolling.

Thank you in advance for your commitment to access and inclusion. We look forward to having you join the Disability Rights Commission meeting.