

# OSEP Conference Presenter Guidelines

## 2024 OSEP Conference

**Information for: Implementation Showcase, Talk, Workshop, Meetup,  
and OSEP Scholar/Intern Showcase Sessions**

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## I. Session Guidelines and Information

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### Logistics

The conference website and app will be updated with the full agenda; you will be notified via email about the date and time of your session as soon as it is scheduled.

Begin by reviewing the session details comparison chart below to determine the components of your session, then review the other sections in the document to learn more information and requirements.

This document is intended as a resource for Implementation Showcase, Talk, Workshop, Meetup, and OSEP Scholar/Intern Showcases presenters. A separate guidelines document is available for Poster, Technology Demonstration, and Exhibition Booth sessions. If you have any questions about your session that are not answered in this document, please email the conference planning team at [osep-meeting@air.org](mailto:osep-meeting@air.org).

## Session Details Comparison Chart

The following chart will help determine how to prepare for your accepted session and what to expect during the conference. Review the chart first to determine the components of your session, then review the other sections in this document to learn more information and specific requirements.

Session Type and Features	Implementation Showcase	Talk	Workshop	Meetup	OSEP Scholar/Intern Showcase
<b>PowerPoint †</b>	Yes (optional)	Yes (optional)	Yes (optional)	Optional	Yes (optional)
<b>Handout †</b>	Yes (optional)	Yes (optional)	Yes (optional)	Optional	Optional
<b>A/V</b>	Yes	Yes	Yes	Yes	Yes
<b>Space Type</b>	One room per session	One room per session	One room per session	One room per session	Varies
<b>Room Setup*</b>	Theater/Rounds	Theater/Rounds	Varies	Varies	Varies
<b>Time Allocation</b>	75 minutes	45 minutes	60 minutes	60 minutes	10 minutes

\* The default setup in conference rooms will be theater style; however, room setups will vary based on room availability and requests.

† All handouts and PowerPoints must be 508 compliant to be posted for attendees to access. All files will be reviewed for 508 compliance and will not be posted if they are found to be non-compliant. Review the 508 compliance requirements section to learn more.

## 508 Compliance Requirements

In accordance with best practice and to ensure all conference attendees will be able to access session materials, all session presenters are required to submit 508 compliant presentations and handouts. All session presenters should review the [Presenter Information page](#), which provides guidance and tips for developing materials that are 508 compliant. All presentation materials must be developed, made 508 compliant, and submitted through the [conference portal](#) by the deadline specified on the [Presenter Information page](#).

Materials submitted after the deadline will not be posted in the conference app and made available for attendees to access during the conference. Late materials will be posted following the conference in the [conference archives](#). You may email your 508 compliant materials to the conference planning team at [osep-meeting@air.org](mailto:osep-meeting@air.org) and indicate you would like them to be included in the archives.

All materials will be reviewed for 508 compliance. If materials submitted through the portal are found non-compliant, the content will be returned to the presenters to ensure 508 compliance. **Only 508 compliant content will be posted on the website and in the conference app.**

## Presentation Materials and Handouts

- **All presentations are subject to review** by staff from the Office of Special Education and Rehabilitative Services, which may result in revisions to presentation content/speaker notes. You will be notified of any changes needed prior to the conference.
- 508 compliant, electronic copies of PowerPoint presentations and handouts will be included on both the app and full conference website archives. **You are required to use the PowerPoint template available on the website, which includes disclaimer slides that must be shown during your presentation.**
- Please be mindful that the images used in your presentations are subject to copyright. **You are responsible for ensuring that all images used have the necessary permissions.**
- Implementation showcase presenters are not responsible for loading their presentations at the time of their session.
- Unless otherwise indicated, you are responsible for loading your presentation at the time of your session; **make sure to bring a USB device with your saved presentation.**
- You may also choose to provide print handouts to accompany your presentation. *If you plan to include handouts, you will be responsible for printing all session handouts and any printing charges incurred.*
  - *Handouts and presentation materials cannot be stored with conference staff. Please plan the storage of your presentation handouts and materials accordingly.*
- Submit your final, 508 compliant presentation through the conference speaker portal. Save your presentation and any handouts using the following file naming convention (no more than 30 characters):

**Condensed Session Title\_Lead presenter last name**

## Audiovisual Equipment Needs

Review the chart at the top of the document to determine whether audiovisual (A/V) equipment will be supplied for your session. If A/V is provided for your session type, the room setup will include the following:

- Laptop
- LCD Projector
- Screen
- Microphone
- Laptop connected to audio equipment for Wordly live captioning
- Audio receiver for Wordly live captioning
- Wireless Internet

*Presenters are responsible for costs associated with any additional equipment beyond the equipment listed above. We also advise presenters to bring adapters for computers to ensure compatibility with the hotel's equipment, especially Mac users.*

*While on site, if you experience any technical difficulties, please notify staff at the registration/information desk. They will contact A/V support.*

*Conference staff will take care of all equipment designated for Wordly live captioning. Presenters will not need to interact with the Wordly software on the laptop or start a Wordly session for their presentation.*

***The conference planning team will support Implementation Showcase presenters with loading their presentations; all other session presenters will be responsible for loading their presentations at the time of their session; make sure to bring a USB device with your saved presentation using the PowerPoint template.***

## Presentation Feedback

OSEP will collect feedback on individual sessions as well as the conference as a whole. Audience feedback is an important part of the conference planning process for subsequent conferences. All sessions will have an accompanying short survey, accessible via the conference app. Presenters should encourage attendees to fill out the survey and mention that it is linked under the session on the conference app at the end of their presentation.

*If you would like to receive the audience feedback specific to your presentation, you can request that information be shared with you by emailing [osep-meeting@air.org](mailto:osep-meeting@air.org).*

## Presentations and the Post-Conference Archives

All presentations will be included in the [OSEP Conference archives](#) as a resource to attendees and others. Your 508 compliant conference presentation submitted prior to the conference will be posted on the website.

If you made revisions to your presentation after uploading it to the conference portal and presenting during the conference and would like the updated version posted to the conference archives, please email the conference planning team at [osep-meeting@air.org](mailto:osep-meeting@air.org) with your revised, 508-compliant presentation and let us know you would like it to replace your previous version in the [conference archives](#).

## II. Helpful Presentation Tips (to support accessibility)

The key word for presentation materials is SIMPLICITY! The following ideas are effective for all presenters. In addition, the [Presenter Information page](#) contains ideas for making your presentations engaging and discussion-oriented.

### Tips for Effective Presentations

- **Take a moment to describe the graphics** for those who may have difficulty reading the slides. This is also helpful for interpreters.
- If you will be presenting in a very large room (e.g., hotel ballroom) with many participants, test the format of your visuals from various angles and distances to ensure all participants will be able to see them.

### Tips for Using Videos During Your Presentation

- Give a brief summary of the video prior to showing it. Draw a connection between what you are presenting and what the audience will observe in the video.
- Hold a microphone near the computer speakers so translators and interpreters can hear the audio portion of the video.
- Individuals who are deaf and hard-of-hearing will be attending this conference. Please be mindful of our conference audience and use closed-captioned videos/enable captions.

### Tips for Using Person-First Language

The way a society refers to its members who have disabilities shapes its beliefs and ideas about them. Using **personfirst terms** can foster positive attitudes toward individuals with disabilities. Personfirst language emphasizes the person, not the disability. It is easy to get trapped in old

language habits. However, a few adjustments can ensure that all of us, regardless of our abilities and disabilities, use language that is accurate and shows respect for individual differences.

To describe differences accurately and in ways that convey respect:

- Put the person first in word and thought
- Tell the truth without adding judgment
- Do not include a person’s differences if they are not relevant to the information you are sharing

### Exhibit 1. Examples of Person-First Language

Person-First Language	Language Not to Use
People with disabilities	The handicapped or disabled
He has Usher syndrome	He’s an Usher syndrome student
He has a learning disability	He’s learning disabled
She uses a wheelchair	She’s wheelchair bound or confined to a wheelchair
Typical kids or kids without disabilities	Normal and/or healthy kids
He receives special education services	He’s in special ed or a special education student
A person who is deaf-blind. (Note: many adults who are deaf-blind prefer to be referred to as a Deaf-Blind person to denote cultural identification.)	A deaf-blind person (see note)
She is an individual who is deaf-blind, she is deaf-blind, or she has a vision and hearing impairment.	She suffers from deaf-blindness
A person isn’t handicapped—certain situations may be a handicap. Example: “Sam uses a walker; therefore, the stairs are a handicap for him.”	He is handicapped

### Tips for Working with Interpreters

The interpreter’s responsibility is to interpret auditory and visual information into sign language and to interpret everything that the person who is deaf or deaf-blind signs into spoken English. This job demands all of the interpreter’s time and attention. The interpreter does not share



opinions or give advice. He or she is required to remain neutral. The interpreter conveys the emotions and message of the people involved in the event and does not add or delete information.

- A common misunderstanding by presenters working with an interpreter is that slower is better. Although a rapid presentation *may* be a problem for the interpreter, speed is not always the problem.
- The problem is sometimes due to a lack of *understanding* of the message that a presenter is trying to convey. Remember, the interpreter is representing you and your message to the individual who is deaf or deafblind. Therefore, **the more information the interpreter has in advance, the more accurate this interpretation will be.**
- For interpreters to convey the message clearly, it is helpful to know the content of the presentation and what you want the participants to take away from your presentation.
- Discuss ways for the interpreters to ask for clarification during the presentation (e.g., verbally request clarification; raise hand when they need you to slow down).
- Because interpreters are transliterating information from one language or mode to another, there is often lag time or a delayed response from the person who is deaf or deafblind. It is not unusual for a remark, laugh, or question to come a bit after the general audience. When these comments arise, take time to address them, as appropriate.
- Avoid direct light sources on those involved in the interpreting situation. Bright lighting will affect those relying on visual language. Reposition yourself, if necessary, during the presentation or question/answer time.
- The interpreter should be positioned so that the person who is deaf or deafblind can see you, the interpreter, and the screen at all times.
- If your presentation contains highly technical language, review some of this terminology with the interpreters before the presentation or provide materials they can refer to during your presentation.

## Tips for Working with Wordly

This year the OSEP Conference will be using Wordly software to provide live captioning and translation services. Every presentation space will have a Wordly session *specific to that room* that attendees can join on their own devices.

A QR code that attendees can scan to access the Wordly session will be posted around the entrance to the room. We will also include the QR code on the welcome slide for your

presentation that is loaded on to the laptops. The URL link to access Wordly for your session will also be included in the description of your session on the conference app.

As a presenter, you can do the following to help those who need it access Wordly services:

- Please remain on the welcome slide with the QR code until you are ready to begin your presentation.
- As attendees enter the room, advertise that users can access the Wordly session by scanning the QR code or by pulling up the session in the conference app.
- Limit side conversations during your presentation. Make sure all questions are picked up or repeated into the microphone so Wordly can accurately transcribe them.
- Please only use the slides you submitted for 508 compliance and are pre-loaded onto the laptops at the podium. Slides edited on your own device before the conference will not include the QR code on the welcome slide.

Wordly is an important tool for accessibility at the OSEP Conference! Following these guidelines will help your session be accessible to as many people as possible.

## About the American Institutes for Research®

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