

Guidelines for making SDSS meetings inclusive and accessible (attendees)

The following are a series of recommendations and suggested guidelines for ensuring that all attendees at SDSS meetings are able to engage with and make the most of the science being discussed. These recommendations are aimed primarily at people attending and presenting at these meetings.

General guidelines:

- Keep aisles pathways clear for people who use wheelchairs or have limited mobility.
- Move into the center of a seating section so people with limited mobility or claustrophobia can use the aisle seats, and reserve the front row and aisle seats for people with accessibility needs. Assume that if someone is on the aisle it is for a good reason.
- Please minimize the use of fragrances and scented products (e.g., colognes and perfumes). If you smoke, do so outside in designated areas, and please wash your hands after smoking to reduce the scent.
- Respect the preferred pronouns of others, and please help us to make sure that nobody is singled out by including your preferred pronouns on your badge.
- Make sure to use the microphone when presenting or asking a question.
- Use inclusive rather than ableist language. For example, instead of referring to a parking spot as "handicapped," please refer to it as "disability accessible" or "accessible."
- If someone has a mobility aid or guide animal, please try not stare and do not to touch the mobility aid and/or guide animal unless it is unharnessed (off-duty) and you have obtained permission.
- Try to be inclusive when making lunch and evening plans.
- Generally, try to recognize, respect, and enjoy cultural differences.

Mistakes happen and it can be difficult to follow all of the recommendations. If you make a mistake, apologise, and learn from it to help you to remember for next time.

Presentation accessibility:

- Often it is recommended for the speaker to repeat the questions before answering
- Using captions for audio/video content is recommended.
- Speak as clearly as possible into the microphone while facing the audience.
- Try to keep your lips visible for anyone who speech-reads.
- Use a large, easily readable font and sufficient color contrast when possible.
- Try to describe any graphics or figures, and remark on important features.
- Try to use colors that are accessible to anyone who is colorblind (e.g., by avoiding red-green color pairings). Resources include:
 - Color Oracle, Color Blindness Simulator (all platforms): <https://colororacle.org/>
 - Color Blindness Simulator (Mac OS/iOS only): <https://michelf.ca/projects/sim-daltonism/>
 - Color Blind Friendly Color Tables (Python only): <https://jiffyclub.github.io/palettable/>
 - Color Blind Friendly palettes: <http://colorbrewer2.org>

References and Additional Resources

- [Inclusive Astronomy 2015 Materials](#)
- [AAS 229 Accessibility Page](#)
- [Web Accessibility Initiative](#)