

Maximize Visual and Auditory Accessibility in Your class

- ◆ Your classroom Ambassador will help you manage the following:
 - Noisy equipment and air vents
 - Distracting noises and activity near the presentation space
 - Use of assistive devices like microphones
 - Arrangement of seats/tables for optimal accessibility

- ◆ Check in with participants about visual and auditory clarity
 - images and text on the screen, visual aids, etc. are clearly visible.
 - Voices of all speakers, recorded sounds, etc. are audible at a comfortable level of volume

- ◆ Encourage participants to sit where they can see and hear most comfortably.

- ◆ Face the audience directly when speaking, even when using presentation slides or other visual aids.

- ◆ Make hand gestures and facial expressions that match the points you are making.

- ◆ Use a clearly audible and natural tone of voice.

- ◆ Avoid overlapping conversations--one speaker at a time.

- ◆ Ask participants to raise hands if they wish to speak.