CATR/ACRT is committed to making arrangements that allow all members of the association to participate in the annual meeting. Below are steps we ask you to take to ensure this is possible:

- Access Copies: Presenters should plan to bring three copies of their papers, even in draft form, for the use of attendees who wish to follow the written text. Presenters who use handouts should prepare some copies in a large-print format (Sans-serif font, 16-point type size). Presenters should indicate whether they want their papers and handouts returned.
- When speaking, position your face at an angle that allows participants to read your lips. Avoid speaking while facing away from the audience, or while looking down at papers or screens.
- Please say your name before asking a question.
- Please describe any power points or visuals.
- If you are planning on showing video during your presentation, please plan on captioning/subtitling your video or having transcripts available.
- If engaging in experiential activities make sure you have planned for the inclusion of all, regardless of physical abilities.
- Consider making it possible for attendees to obtain an electronic version of any text that allows for type size adjustments or use of text readers (creating audio from written text).
- Please allow for understanding for anyone who may need to leave a space for a calmer environment during conference events.
- Please allow for a smell-free environment, and refrain from wearing perfume or cologne.

The achievement of the Association's goal depends on the participation of each and every member of our community, including board members, established and emerging scholars, and artists alike. Each of these parties has a role in creating an equitable and safe environment, as well as in the accommodation process and the identification, removal, and/or reduction of barriers.

Our goal of an accessible environment is a process and so we encourage dialogue within the community and welcome feedback and questions. Not one accommodation is suitable for every person, and the only solution is to consistently commit to conversations and creativity in every aspect of our organization.

General requirements of presenters:

- Please bring your own laptops or tablets if you need them for presentations, and your own VGA adaptors.
- Please plan on arriving at the site of your panel/presentation at least 10 minutes before it begins for a quick tech-check.
- Please arrive with a printed version of you bio, about 150-words long, for the moderator to use to introduce you.
- Please time yourself before the presentation to ensure that you are not exceeding the time allotted to your presentation (20 minutes/paper for three-member panels; 17 minutes/paper for four-member panels).