Capacity Interactive
Presenter Participation Norms

Capacity Interactive holds itself accountable to the values of Openness, Happiness, Self-Improvement, Measurement, Sharing, Partnership, and Passion.

As such, we have outlined the following participation norms for Boot Camp attendees and presenters:

> I will enter with an open mind, an open heart, and open ears. I will leave my ego, title, and any spirit of offense at the door.

> I understand that any form of racism, misogyny, homophobia, transphobia, ableism, or other forms of hatred, bias, or discrimination will not be tolerated.

> I will work to acknowledge power dynamics in discussions and allow space for all to contribute, regardless of professional title or personal identity.

> I understand that all constructive ideas, thoughts, and experiences are welcome and encouraged to be shared without judgment or fear of future consequences.

> I acknowledge that we are all learning—it is okay to not know—and will not judge folks for not knowing.

> I welcome both humility and discomfort, for it is at the crest of those two that an opportunity for growth and change lies, both personally and within our organizations.

> I know that there are many different voices, opinions, and experiences participating in this conference that all want and deserve to be heard. While Capacity Interactive will provide opportunities for some to speak and share, there will unfortunately not be enough time to address everyone. I will be encouraged to share my thoughts, questions, and feedback on social media, email, or on the conference platform.

I understand that if I witness or experience a violation of these guidelines, I am encouraged to report it either anonymously or with attribution. Capacity Interactive will provide a mechanism for anonymous feedback leading up to the conference.

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According to the CDC, 1 in 4 adults in the US have a disability that may impact their mobility, cognition, hearing, vision, independent living, or self-care. It is crucial to integrate accessibility practices into all public events to minimize barriers to participation. Capacity Interactive aims to provide inclusive and accessible conference spaces and sessions, clearly noting barriers to accessibility when present and seeking feedback for how we can improve. We recognize that we are all at different stages on our journeys to understanding issues of inclusivity and accessibility. We know we can always do better and are striving to do so at this year's Boot Camp. As a presenter, we ask you to share in this responsibility to the best of your ability in the following ways:

Conference Preparation

If you plan to use slides, please ensure the text and graphics are large, easy-to-read, and designed with sufficient color contrast.

As a best presentation practice, we also recommend that you use minimal text on your slides. Let the words you say shine, instead!

Session Introduction

When introducing yourself, provide a verbal description of your appearance for Blind and visually impaired attendees. (e.g. "Hi, I'm Erik Gensler. I'm a white male with light brown hair and a blue and red plaid shirt.")

Please share your pronouns. (e.g. "My pronouns are he/him/his.")

Additionally, please share a land acknowledgment. At Capacity Interactive, we acknowledge that we are all occupying stolen land and that our institutions' histories are built on the genocide and erasure of Indigenous people and cultures. You may reference a map of Indigenous territories and research the history of the tribe(s) who once cared for the land from which you will be presenting in order to acknowledge that their oppression is the foundation on which our lives and institutions were built. Here's a great video that helps to illustrate the importance of land acknowledgments!

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Session Content

You will be joined on screen by an ASL interpreter and a stenographer will be providing real-time captioning for attendees. At least a week in advance of Boot Camp, please provide the CI team with a list of any key words or phrases (e.g. "ROI," "pirouette," "aria," "Wordfly," etc.) that are specific to your field or specialty, so that the interpreters and stenographers can be prepared to interpret the content of your session accurately.

Please do your best to speak loudly, slowly, and clearly and to ensure minimal background noise or distractions during your presentation, so that all attendees, interpreters, and stenographers can hear you without difficulty and keep up with your pace.

If you plan to show slides, images, or any other media, please do your best to provide verbal descriptions of visual content to ensure that people who are Blind or visually impaired are receiving all of the same information as sighted attendees. You can review the specific guidelines below, provided by the [Web Accessibility Initiative](#).

> Cover all displayed text: Say all of the information that is on each slide. (This does not mean that you have to read the slide exactly as it is. It just means that you cover the visual information in what you say.)

> Describe pertinent parts of graphics, videos, and other visuals: Describe them to the extent needed to understand the presentation. (You usually do not need to describe decorative images.)

> Describe other visual information: For example, a speaker asks people to raise their hands if they make their websites fully accessible. The speaker should then describe the visual response: "About half raised their hand".

If you are not the only speaker on screen, please state your name (e.g. "This is Erik") each time you start speaking so that all attendees will be able to identify the active speaker.

Please try to refrain from using unnecessarily gendered language, such as "you guys," so that we do not unintentionally exclude or marginalize attendees.

After Your Session

Because not all attendees will have the opportunity to ask questions during the live Q&A sessions during the conference, we will be providing a form for attendees to fill out with any additional questions they may have. We ask that if we send you a question from an attendee, that you respond within 2-3 business days.

Capacity Interactive thanks Broadway Advocacy Coalition, Dance/USA, PBS Kids, Theatre Communications Group, and the Web Accessibility Initiative (WAI) for allowing us to borrow inspiration and language from their event participation norms.