

MEDICAL ANTHROPOLOGY EUROPE CONFERENCE

September 16-19, 2025

University of Vienna

Redefinitions of Health and Well-Being

ACCESSIBILITY GUIDILINES

Capacities for vision, hearing and sustained interaction in large crowds vary between people, and wax and wane for each of us from hour to hour and over the course of our lives. Conference participants are encouraged to follow these common accessibility guidelines, so as to make their presentation and other activities within the conference as accessible as possible. Besides ensuring all colleagues are equally supported in their desire to participate, maximizing the accessibility of presentations and discussions helps reach a wider academic audience.

Recognising the diversity of experiences, we accept that you may need to interpret/ignore these guidelines, in interest of your own health.

These Guidelines are divided into two parts: Part one deals with best practices guidelines for delegates, and Part two pertains to information about on-site accessibility.

Best practice for delegates

Both F2F and virtual

- State your name and institution each time you speak.
 - Avoid using derogatory language, which includes language expressing ableism, racism, sexism, transphobia, homophobia, xenophobia, Islamophobia, etc.
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F2F

- To protect those of us with invisible diseases, we encourage all participants to wear masks indoors to reduce health risks for others. Free masks are available at the registration desk.
- Wear your name badge at all times, if you feel able to, and add your pronouns if you are comfortable doing so.
- Avoid wearing strong fragrances/scents.
- Respect the smoke-free indoor and outdoor environment.
- If posting presentation content on social media obtain the explicit permission of the presenters.

- Do not take pictures of conference delegates without their explicit consent.
- Do not interact with service animals unless otherwise directed - this includes photography.
- If possible, keep windows open during your session to ensure adequate ventilation. Please open them after your session if they were closed.

Virtual

- Limit background noise and mute your mic if not speaking.
 - Use headphones equipped with a microphone to ensure optimal audio quality
 - Check your name in the chat and edit it to the name you are known by professionally if it has defaulted to something else (you can add 'convenor', 'moderator' or 'admin' after your name).
 - Where possible, have your video camera on when speaking
 - Have the chat up and visible so that you can see input from people who are participating via chat.
 - When URLs or other resources are mentioned, ask someone to type them into the chat window – or follow up with other participants after the meeting.
 - Delegates should respect presenters and not take screen grabs/recordings of them or their presentation without consent.
 - There will be three rooms that provide catering. One of these rooms, room 3-0-1 (HS 3C) serves as a quiet zone. We thus urged participants to keep noise levels down in this room, to allow for a lower-sensory space for all participants.
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Best practice for convenors and presenters

Both F2F and virtual

Convenors can greatly influence the behavior of panelists and help make a session as accessible as possible. Zoom's live subtitles/captions are enabled during all the sessions. If they are not enable, please contact us or the technical support them immediately.

0. Before the conference begins, presenters must share a text related to their presentations with fellow panelists at least one week in advance.

If presenters have a written text they read aloud, presenters must provide access copies of the written text to the audience. This is important to ensure auditory accessibility.

1. When beginning a session, please share the following information aloud with audience members

- The title of your session, name, preferred pronoun (as comfortable) and institution.
- That audience members are welcome to stand, sit, lie down and move as necessary, based on their access needs.
- Whether a break will be provided during the session.
- Whether taking pictures is allowed.

- Whether taking screen grabs is allowed and if there will be a recording available afterwards.
2. Notify participants if you plan to record (ahead of time).
 3. Pause regularly to ensure all (remote) attendees have a chance to speak; check for questions across both chat and audio channels.
 4. Establish a procedure for turn-taking and questions at the beginning of the session, and clearly inform all participants of the procedure. Ensure this includes options that are accessible to those using captioning, translation services, or screen readers.
 5. Avoid using derogatory language which includes language expressing ableism, racism, sexism, transphobia, homophobia, xenophobia, Islamophobia, etc.
 6. Please be mindful of where chairs are placed after sessions. Avoid blocking aisles or exits to ensure continued accessibility for wheelchair users and others with mobility aids.
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Virtual

- Allow remote participants to ask questions either by (A) using a hand-raising function so as to ask asking verbally or (B) by typing in the Ask Question or designated chat function.
- When possible, have someone manage the chat and another person lead the session. Depending on panel size it can be challenging to do both.
- It's recommended to have a second person whose job is logistics: ensuring delegates can access the room, managing the chat, and so on.
- Ensure that all microphones are muted when participants are not speaking to minimize disruptions, particularly for captioning and hearing access.

Best practice for presenters (both F2F and virtual)

A presentation created with universal design principles considers a broad range of audience members, including those with varying language proficiencies, gender, racial and ethnic background, age, and disability status. Applying universal design principles can lead to a presentation that creates better comprehension, as well as better feedback and discussion. These recommendations are especially important for presentations online where the audience are utilising a range of screen sizes.

Principles for slide design

- Use high contrast text against solid backgrounds, such as white text on a dark background or black text on a light background.
 - Use a sans-serif font, such as Arial, Calibri, Verdana, Helvetica, etc.
 - Use 18+ point fonts at a minimum.
 - Use five bullet points at most per slide.
 - Keep each bullet point to one line.
 - With PowerPoint - complete a "Check Accessibility". Checking accessibility will review: Contrast levels, Slide reading order, Alt text and Table readability
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Handouts

We encourage presenters and convenors to provide handouts, they should be 16- to 18-point font size. Bring with you a few print copies and a digital copy (and/or provide the URL of where a delegate could locate this). Feel free to add a disclaimer: "Please do not distribute without the expressed permission of the author" and include your name and contact information.

Recommendations for presenting

- At the start of a presentation, tell the audience the title of your session, your name, institution and pronouns (as comfortable)
- At the start of your presentation, give the audience content warnings for sensitive material, including images and discussion;
- At the start of your presentation, inform the audience whether there access copies are available.
- Read all text directly as presented on the slides before explaining more information about the slide.
- Avoid speed-reading
- Avoid ableist and other negative use of language: <https://www.selfdefined.app/>
- Avoid flashing or strobing animations/images
- Describe all visual representations, such as images, graphs, maps, charts, videos
- When describing visual material, consider including content, aesthetics and context.
- Compose visual descriptions ahead of time
- If you read from a written script, incorporate visual descriptions into the text to avoid getting distracted or losing your place, and to accurately estimate the time it takes to describe the visual information as part of your presentation.
- If you read from a written text, be sure to provide access copies of that text to the audience.

Video captioning

If utilising video in your presentation, where possible, use videos with captions to ensure that all audience members can engage with the content shared through the video.

You can record your presentation and then either type in the captions or use a service offering captioning, to generate a transcript you can edit. Then enter these into your video editing software; or upload your video to YouTube and either use the [automatic closed captioning](#) there (which can be manually edited) or then through the Subtitles menu, upload your transcript and YouTube will apply the relevant timings - [see this instructional video](#). In any case, automated captions or subtitles will have to be edited, as they normally do not offer high-quality or correct texts.

An alternative presentation model

Provision of an alternative presentation model (for example prerecorded and captioned, large font printouts/file etc) besides the more common PowerPoint presentation is appreciated by people for many reasons, including language fluency, learning style, and personal preference. Please consider making this available for delegates. Remember recorded presentations on YouTube/Vimeo can be made available (embedded) on the panel/paper page of the website.

Accessible Conference Presentations

As organizers, we are dedicated to making this conference accessible to everyone, including participants with hearing or vision barriers. Following best practices in academic accessibility—such as those developed by the American Anthropological Association (AAA) and disability studies scholars—we require presenters to prepare and submit accessible slide decks in advance.

Why Accessibility Matters

Access practices are not just a formality—they ensure that all colleagues can engage fully with your ideas. By making your slides available early, you help sign language interpreters, captioners, and colleagues with diverse access needs to participate, provide feedback, and enrich scholarly discussion.

How We Support Accessible Slideshows

We recognize that, for many, the tradition is to write your conference paper first and create slides at the last minute. However, preparing your slide deck first can serve as a useful outline for your talk and opens up new possibilities for clear, engaging presentations. Here are some recommended steps:

Select Key Images: Choose 1–4 central images to illustrate your points, each on its own slide.

List Essential Terms: Review your abstract for key terms, names, and concepts. Include these as clearly labeled slides.

Organize Information Visually: Use slides for timelines, bullet points, or key ideas.

Structure Your Deck: Arrange your slides in a logical order, starting with a cover slide (name and affiliation) and ending with a conclusion.

Share in Advance: Submit your slide deck by the required deadline to ensure interpreters and captioners can prepare.

For more information see here: <https://cassandrahartblay.net/2023/07/18/how-to-make-a-slideshow-for-your-conference-presentation-before-writing-your-paper-the-aaa-annual-meeting-accessibility-thread/>

On-site accessibility

When registering for the conference, **whether face-to-face (F2F) or virtual**, please state any accessibility needs/requests in the registration form, so we can follow-up and work toward making conferences more welcoming to all scholars and audience (and host universities more aware of accessibility issues).

If you need assistance during the conference, please contact the conference organizers in advance; during the event please come to the registration desk. Our contact details are always provided in our final email to delegates prior to the conference. We will do our best to assist delegates on-site, however we may not be able to provide all services or equipment due to availability or the time required to obtain them.

If a safety or other concern arises during the conference, please inform the IT and/or the accessibility team as soon as possible through the following email address: giorgio.brocco@univie.ac.at, sofie.kronberger@univie.ac.at

Mobility

The conference venues are wheelchair accessible and equipped. If there are any areas that are inaccessible, we will make that clear in pre-conference communication with a view to planning how to deal with these limitations.

Speech-to-Text Interpreting & Sign Language

To ensure equal participation we have integrated both speech-to-text (Schriftdolmetschen) and sign language interpreting into our event.

We have arranged for professional speech-to-text interpreters to be available upon request. Interpreters work in pairs to ensure high-quality, accurate transcription throughout the event. For larger or more complex sessions, additional interpreters will be provided as needed. We kindly ask that you let us know in advance if you require this service. We will need this information at least four weeks in advance. In addition, speech-to-text interpreters will be present at the three evening events.

Technical Setup

Student and staff assistants will be on-site to manage the technical requirements for live transcription, including screen projection and subtitle integration. Technical checks will be conducted prior to the event to ensure a smooth experience.

Display of Live Text

Live transcription will be clearly displayed on a separate screen or wall within the main events and in some panels' sessions when requested. Where possible, subtitles will also be integrated into shared presentation screens. Portable devices can be provided for individual use if needed.

Interpreter Workstations

Quiet, accessible workspaces with clear audio feeds and necessary technical equipment have been set up for the interpreting teams.

Preparation and Information Sharing

Interpreters have received detailed programs, speaker lists, and presentation materials in advance to ensure accuracy and timely delivery. Presenters have been informed about best practices to support interpreting, such as speaking at a moderate pace.

Contact and Support

A designated contact person from the organizing team is available throughout the conference to support interpreters and quickly address any technical or organizational issues.

We are committed to making the conference as accessible and inclusive as possible. If you have any suggestions or tips on how we can improve, we'd be grateful to hear them. Should you require any specific accommodations, please reach out to us in advance, as some arrangements take time, and we want to ensure we can support you effectively. We are committed to creating a welcoming experience for everyone.