LTRC 2024 recommendations
for accessible posters

To make LTRC 2024 accessible for a diverse audience, we provide you with recommendations[1] for designing and presenting your poster. We highly appreciate your efforts and support in making LTRC 2024 an inclusive event for all attendees.

Designing your poster

Content
- Keep your poster content clear and concise.
- Do **not** overload your poster with content.

Text formatting
- Avoid large blocks of text.
- Use bullet points to cover components of each idea.
- Keep each bullet to 1-2 lines.
- Use standard bullet characters.
- Left-align your text passages.
- Avoid using all capital letters, as it makes text hard to read and it conceals the use of acronyms.
- Avoid underlining text over several lines.
- Use italics for quotes or highlighting ideas.
- Use extended space between characters.

Fonts and colors
- Use a consistent font and color scheme.
- Use sans-serif fonts such as Aptos, Arial, Calibri, Verdana …, as they are easier to read.
- Make your font size as large as possible.
- Do **not** use more than three different levels of headings.
- Do **not** apply shading to words or paragraphs.
- Use either light-colored background with black text or dark-colored backgrounds with light-colored text.

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[1] These guidelines are based on the AAAL JEDI guidelines and the University of Innsbruck's guidelines for accessible presentations.

- Color combinations to avoid include:
    - Red and green
    - Green and blue
    - Dark yellow and green
    - Purple and blue
    - Orange and green

Handouts and shareable materials
- If providing handouts, offer versions in large-print format (14- to 16-point font, boldface).
- You may want to prepare downloadable versions of your poster and/or your references and make them available through QR codes.

Presenting your poster

Getting ready
- Place your poster on the display board so that people of different heights can see and read it easily.
- Look at your audience and avoid speaking from darkened areas to help those who rely on lip-reading.
- If comfortable, introduce yourself with your pronouns and invite attendees to do the same.

Communication
- Keep your presentation content concise.
- Keep a moderate speaking speed.
- Make sure you are loud enough to be heard.

Handling discussions
- Repeat questions or statements from the audience to ensure everyone has heard.
- During discussions, one person should contribute at a time, and contributors should identify themselves by name.