Climate Change & Carceral Health

The Academic Consortium on Criminal Justice Health

17th Annual Meeting

April 10 th – April 12th , 2024 | Phoenix, AZ

Presenter Guide

ACCJH

Pre-Session Responsibilities

14 DAYS BEFORE CONFERENCE
If the presenter has any accommodation requests or questions, they should reach out to **Erika Paradis** at **accjh@umassmed.edu,** who will ensure that the room is set up to meet their needs.

10 DAYS BEFORE CONFERENCE
Presenters must send final version of their presentation to **accjh@umassmed.edu** by April 1, 2024.

1 DAY BEFORE CONFERENCE
Presenters must load their presentation onto a jump drive. As a precaution, ACCJH recommends having both a PPT and PDF copy of the presentation saved to a jump drive.

15 MINUTES BEFORE SESSION
Presenters should plan to arrive at their designated room 10–15 minutes prior to the start of their presentation block. They will need to test their jump drive to ensure that their presentation opens without issue.

Session Format

OPENING REMARKS & SETTING EXPECTATIONS

At the start of the session, moderators will provide brief opening remarks introducing the session's content area. In addition, the moderator will orient the audience to the session's presentation format (e.g., hour long, 20-minutes, etc.) and set expectations around Q&A (e.g., hold questions to the end of the presentation).

KEEPING TO THE SCHEDULE

To assist the moderator and presenters keep on schedule, ACCJH staff will sit in the back of the room and hold colored cards to indicate how much time remains for each presentation:

GREEN SIGN	**YELLOW SIGN**	**RED SIGN**
5 minutes left	1 minute left	out of time

IF SHORT ON TIME

Moderators may choose to limit the number of questions asked, save all Q&A to the end of the session, or encourage audience members to connect with presenters over meals or during social hours.

IF THERE'S EXTRA TIME

Moderators may extend the Q&A and facilitate discussion additional discussion. If the session come to a natural conclusion, moderators can choose to end sessions early.

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60-MINUTE PRESENTATIONS:	45 minutes of presentation time, 15 minutes for discussion
30-MINUTE PRESENTATIONS:	25 minutes of presentation time, 5 minutes for discussion
20-MINUTE PRESENTATIONS:	15 minutes of presentation time, 5 minutes for discussion
RAPID-FIRE PRESENTATIONS:	7 minutes of presentation time, Q&A time pooled at end of session

Each presentation has a dedicated amount of time allocated for discussion

Accessible Design Best Practices & Considerations

Presenters should consider accessibility as a guiding principle in their presentation design. Accessible design ensures that attendees can participate in all aspects of the conference and may meaningfully engage with you as a presenter. Below are recommended resources for improving your presentation's design:

MICROSOFT ACCESSIBILITY CHECKER

As presenters develop their slide decks, they should make regular use of the Microsoft PowerPoint Accessibility Checker to identify improvements in readability and access. More information on the Microsoft Accessibility Checker is available *here.*

RECOMMENDED READINGS & RESOURCES

01| The University of Colorado Boulder's Digital Accessibility Office developed recommendations for PowerPoint Design that can be found *here*.

02| Additional guidance provided by WebAIM can be found *here*.

RECOMMENDED FONTS

Presenters should use fonts that are legible up to 10 feet away. Characteristics such as height, weight, spacing, as well as strategic use of color and contrast may contribute to a font's overall readability.

Sans Serif Fonts are considered to be the most accessible types of fonts because their simplistic, graphic style make them highly readable; however, there are many widely available *Serif Fonts* that are accessible alternatives to sans serif.

Multiple fonts can be used on a single poster to help create flow, emphasis, and information hierarchy. To maintain legibility, we recommend presenters limit themselves to a maximum of three fonts per poster.

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For more information about accessible fonts and other design considerations, we recommend visiting:

https://accessibility.uncg.edu/make-content-accessible/design-elements/

Recommended Language

The vocabulary of our research discipline is always evolving, and we work hard to stay current with best practices. Our members and attendees draw from diverse research disciplines and include persons working within criminal legal system and those with lived experience.

Because of this, ACCJH does not have a standardized set of vocabulary or expectations around language. However, we strongly encourage our members to use person-first language that reinforces and upholds the humanity of all people, especially those impacted by Mass Incarceration. If unsure what language to use, please consider the following recommended terms:

PERSONS AFFECTED BY THE CRIMINAL LEGAL SYSTEM

- Person who is incarcerated
- Person in pre-trial
- Justice-involved person
- Formerly incarcerated person
- Person on parole or probation

DEMOGRAPHIC LANGUAGE FOR RACE & ETHNICITY

- Capitalize racial & ethnic groups such as Black, Asian, Native American, Indigenous, etc.
- Avoid the term "minority", if possible. Alternative term can include: "Historically marginalized populations."

LANGUAGE DESCRIBING DISABILITY

- Disabled person
- Non-disabled
- Person with a mental illness
- With a learning disability(ies)
- Wheelchair user

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The following resources are provided to help newcomers to the field learn more about recommended language and vocabulary and gain a better understanding of the historic weight of words.

READINGS ON CRIMINAL LEGAL VOCABULARY

01| *Why We Say "Criminal Legal System," Not "Criminal Justice System", Erica Bryant Associate Director of Writing, Vera Institute*

02| *"Words Matter: Don't Call People Felons, Convicts, or Inmates", Erica Bryant Associate Director of Writing, Vera Institute*

03| *"The Language of Incarceration", Alexandra Cox, Incarceration, 1(1),2020*

STYLE GUIDES ON INCLUSIVE LANGUAGE

01| *APA Guidelines on Equity, Diversity, and Inclusion Language*

02| *NIH Style Guides on Inclusive Language*

Recommended Imagery

We encourage individuals to consider the impact of the images they select to use in their presentation materials. Please consider the goal of included images and avoid images that reinforce stereotypes. If you have questions or would like advice, please contact **accjh@umassmed.edu**.

Hulsey, J., Zawislak, K., Sawyer-Morris, G. et al. Stigmatizing imagery for substance use disorders: a qualitative exploration. Health Justice 11, 28 (2023).

Declaration of Conflict of Interest & Advertising

All presentations must acknowledge any potential conflicts of interest, or lack thereof, at the beginning of the presentation or on the poster. For those with a potential conflict of interest, plan for mitigating conflict must be filed with ACCJH (*https://accjh.org/2024-conference-cme-disclosure-form-presenter/)*

For CME/CEU/CE research or educational activities, advertising of products is prohibited.

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