

Guidelines for Speakers at MAA Seaway Section meetings

To help foster a welcoming, inclusive, and professional environment, we ask all presenters to review and adhere to the following guidelines when preparing and delivering your talk:

1 Time Management

- Respect the schedule. Please ensure your talk, including QA, fits within your allotted time. Moderators will give time warnings and may cut off speakers who exceed their slot. We recommend ending a few minutes early to allow meaningful audience engagement.
- Rehearse beforehand. Practicing your talk ensures smoother delivery and better time awareness.

2 Inclusive Q&A Practices

- Call on a diverse range of voices. When fielding questions, be mindful not to subconsciously favor a particular gender, age group, or other demographic.
- Repeat or paraphrase questions. This helps ensure clarity and inclusion, especially for remote attendees or those with hearing difficulties.

3 Respectful Language

- Use inclusive language that respects the diversity of our membership. For example, when speaking about individuals in a class, use the word “students” instead of “girls”, “boys”, or “kids”.
- Watch for biased language. Avoid stereotypes, assumptions, or outdated terminology related to gender, race, disability, or other identities.
- Be thoughtful with examples. Ensure your references and case studies reflect a variety of backgrounds and perspectives. If this is not possible, acknowledge this limitation.

4 Additional Recommendations

- Be mindful of font and image size, use of color, and use of color contrast in your slides and visuals.
- Speak clearly, avoid jargon, and describe visuals when possible for attendees with visual or auditory impairments.