CONGREGATION
BETH ISRAEL

PRESENTER GUIDELINES

As part of CBI's ongoing commitment to inclusion and accessibility, we are implementing standard formatting guidelines for Torah study and presentations. These standards were developed by the Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee and are designed to ensure that everyone in our community can engage fully with our learning.

Designing Slides | Virtual Presentations (e.g., Zoom):

- ☐ **Font Size:** Minimum 22 point for all material displayed on screen
- ☐ **Font Type:** Sans-serif only (e.g., Arial, Verdana, Calibri, Tahoma)
- ☐ **Line Spacing:** 1.5 or double spacing between lines
- ☐ **Background:** Off-white or light gray is preferable to stark white.
- ☐ **Text Contrast:** Dark text on light backgrounds/light text on dark backgrounds.
- ☐ **Buffer:** Leave the bottom 1/3 of each slide/document empty.
- ☐ **Alignment:** Left-aligned for English; Right-aligned for Hebrew.
  For documents with **both** Hebrew and English:
  - Alternate Hebrew and English sentences on separate lines.
  - Concentrate text toward the center of the page so that the full width of the page is always visible without scrolling from side to side.

Facilitating Slides | Screen Sharing

- ☐ **Screen Share:** Magnify the document being shared by at least 150%.
- ☐ **Captions:** Utilize closed captioning or transcription when using remote platforms and sharing videos.
- ☐ **Scrolling:** Navigate one page at a time; do not scroll line by line.
  Keep the screen still while the text is being discussed.
  Announce "I am scrolling now" before moving the text.
- ☐ **Chat:** Keep chat usage to a minimum to avoid "flying words."
- ☐ **Seek Input:** At the start of the presentation, announce: "If there is an issue with seeing or hearing the material, send a private message in the Zoom chat to the program facilitator."

Printed Handouts:

- ☐ **Font Size:** Minimum 14 point for printed handouts
- ☐ **Font Type:** Sans-serif only (e.g., Arial, Verdana, Calibri, Tahoma)
- ☐ **Paper:** Avoid using dark colored paper
- ☐ **Line Spacing:** 1.5 or double spacing between lines
- ☐ **Alignment**: Left-aligned for English; Right-aligned for Hebrew.
  Alternate lines of Hebrew and English sentences.

Prior to the Program:

- ☐ Share materials with participants in advance. Any digital files shared in advance should include alt-text descriptions of visual elements for screen readers.
- ☐ Add a requirement for "Scent-Free" and "Low-Sensory" environments if the presentation is in-person.

Engaging Participants:

- ☐ For in-person programs, always use a microphone while addressing the audience. Have a microphone for audience questions, or have presenters repeat questions into the microphone prior to answering them.
- ☐ When making introductions, invite participants to share their pronouns, in addition to sharing your own.
- ☐ Utilize language that affirms all genders. For example, say “friends,” “congregants,” “folks,” and “parents” instead of “ladies and gentlemen.”
- ☐ Verbally describe contents of videos or other visual elements such as photographs, charts and diagrams.
- ☐ Avoid making assumptions about the personal characteristics, level of Jewish observance, or Jewish experience of your participants.
- ☐ Incorporate references that reflect the broad scope of Jewish experiences, including Sephardic, Ashkenazi, and Mizrahi traditions.
- ☐ Consider utilizing a "pause-reflect-share" cadence to allow participants who process information more slowly (or those using translation/captioning services) to keep pace with the core content.