

Presentation Accessibility Tips

Provide an Accessible Introduction

When introducing yourself for your event, please share information aloud that you are comfortable sharing that describes yourself and your presentation with audience members:

- Your name
- Your pronouns (as comfortable)
- Your visual description
- Include race and/or skin-tone (detail and depth dependent on you), gender (i.e., woman, man, non-binary, etc.), hair color/length/style (detail dependent on you), clothing (detail dependent on you), and background (detail dependent on you)
 - Example: I am a white woman with short brown hair. I'm wearing a green sweater and sitting in front of a grey background.
- Your position and institution
- The title of your presentation

Speak Clearly

Avoid speaking too fast, so participants, CART (Communication Access Realtime Translation), and ASL (American Sign Language) interpreters can better understand you and keep up.

Use Simple Language

Avoid jargon, acronyms, and idioms. When needed, be sure to define clearly.

Be Visible

Be visible and in good light when you talk, so participants can see your face. This helps some people hear and understand better. If using a camera, be careful not to face away from the camera to read projected material, particularly if you don't have a microphone.

Slides Accessibility

Please follow the below guidelines when creating slides. When presenting the slides, note that reading and listening at the same time can make it difficult to follow along during a presentation. Consider having speaker notes for yourself or handouts for attendees if you have more information.

PowerPoint Guidelines for Presenters:

1. Each slide should have a unique title
2. Use high contrast colors to make it easier for the audience to see the presentation on the screen, on their hard copies, and on their devices.
3. All slides should use a minimum font size of 24 points and follow the 1-6-6 rule if possible (no more than six words per line, no more than six bullet points per slide).
4. Utilize recommended fonts, e.g., Palatino, Georgia, Verdana, Tahoma, Arial and Helvetica

5. If color is used to emphasize the importance of selected text or convey other meaning, an alternate method (such as bold text) should also be used.
6. Avoid using flickering, flashing, and animated text.
7. All URLs should contain the correct hyperlinks and display the fully qualified URLs (e.g., <https://www.ot.wustl.edu/> not www.ot.wustl.edu).
8. All active links should resolve to the correct destinations
9. All slide graphics that convey information should have alternative text associated with them. (Right-click the graphic, click “Format object,” click the “Alt Text” pane and enter a brief description of the graphic.)
10. Fill in the Document Properties of Author, Title, Subject, Keywords, and Language under the “Summary” and “Custom” tabs. (On a PC, see File -> Info; On a Mac, see File -> Properties.)

Read or Describe All Displayed Text, Images, and Charts

Say all of the information that is on each slide. Describe them to the extent needed to understand the presentation. Consider describing them as if you were presenting over the phone. For text slides, paraphrase material rather than reading verbatim. For slides with images and charts, describe key elements needed to understand the presentation.

Having a few hard copies of the slide deck is highly recommended. Some participants (i.e. those with low vision, who have auditory processing challenges or challenges with focus and attention) may find it helpful to reference a hard copy during the presentation. Consider making an electronic copy available for use by those with vision impairments who may prefer electronic copies.

Allow Extra Time on Each Slide

Remember that individuals using interpreters cannot look at the slide when they are watching the interpreter. Allow extra time to look at each slide or document once you are finished discussing it.

Additional Consideration for In-Person Presentations:

Use a Microphone

When presenting in person, always speak into a microphone, including repeating questions asked by audience members.

If using Microsoft PowerPoint or Google Slides, turn on the auto-generated closed captioning built into these systems. Information on this feature in PowerPoint [can be found here](#) and [here for Google Slides](#).

Additional Consideration for Virtual Presentations:

Use Simple or Neutral Zoom Backgrounds

Some users may find that setting a solid color background for Zoom may help eliminate distractions for themselves or others in the call. Please note that adding animated backgrounds may be distracting and could create an inaccessible environment for the audience. Avoid using backgrounds with overly high or low contrast as compared to the Zoom interface.

Reduce Background Noise

When presenting virtually, ensure you are in a noise-free environment and stay close to the microphone. Always remember to mute yourself when you are not the primary speaker.

For more information visit:

[Providing Spoken Descriptions of Visual Content | Digital Accessibility | University of Colorado Boulder](#)

[MIUSA's Quick Tips for Accessible Presentations](#)

[W3C's How to Make Your Presentations Accessible to All](#)

[Providing Spoken Descriptions of Visual Content](#)

[Virtual Presentation Accessibility Guidelines](#)

[Accessible Presentation Guide](#)

[Microsoft Accessibility Checker](#)

<https://www.washington.edu/doi/equal-access-universal-design-your-presentation>

Acknowledgement: Modified from the ADA National Network, [Association of Research Libraries:](#)

<https://www.arl.org/accessibility-guidelines-for-powerpoint-presentations/>

The 1-6-6 Rule: <https://tinyurl.com/4vada6wx>