

## **Presentation Accessibility**

### **Wheelchair Access**

- Ensure there are empty spaces for wheelchair users and do not move chairs into these designated spaces.
- Keep aisles clear to facilitate ease of movement.

### **Interpreter Location and Communication**

- If sign language interpreters are present, allow a clear line of sight between them and the audience. As a presenter, position yourself so that you can easily be seen by both interpreters and the audience.

### **Presenter Location**

- Avoid speaking from darkened areas to help those who rely on lip-reading.

## ***Communication During Presentations***

### **Clarity**

- Always use a microphone when available.
- Avoid shouting but make sure you are loud enough to be heard.
- Please use the automatic live captioning functions if available in your presentation software (find out how to do this when using PowerPoint, Google Slides, and Keynote [here](#)).
- If all or part of your presentation is pre-recorded, include captions. This not only aids those with hearing impairments but also provides clarity in noisy environments or poor audio conditions.

### **Pace**

- Keep a moderate speaking speed.
- If requested by the audience, sign language interpreters, or those using real-time captioning, be prepared to slow down.
- To ensure a moderate speaking speed and/or be able to respond to requests for a possible reduced pace, try to keep your presentation content concise (i.e., do not “overstuff” your presentation content).

### **Audience Interaction**

- If comfortable, introduce yourself with your pronouns and invite attendees to do the same.
- Always 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. This is especially important in the presence of sign language interpreters.

## ***Presentation Slides (PowerPoint, Keynote, Canva, Google Slides, etc.) and Audiovisuals***

### **Sharing Slides in Advance with Sign Language Interpreters**

- Whenever possible, share presentation slides with sign language interpreters in advance so that they can familiarize themselves with the content and research how to sign specialized terminology.

### **Font Style**

- Use a consistent font and color scheme. Using different styles and colors can make reading more difficult for the audience.
- Sans-serif fonts are strongly recommended as they are easier to read. If using a serif font, choose from the list below as these suggested fonts have less decorative edges, which can cause reading difficulties.
  - Recommended sans-serif fonts: Arial, Calibri, Century Gothic, Helvetica, Garamond, Lucida Sans (Windows), Lucida Grande (Mac), Tahoma, Times New Roman, Verdana.
  - Recommended serif fonts: Book Antiqua, Bookman Old Style, Times New Roman.

### **Font Size**

- In terms of font size, the larger the better. Remember, your slides must be readable, even at the back of the room.
  - A good title size is Verdana 40 point.
  - A good subtitle or bullet point size is Verdana 32 point.
  - Content text should be no smaller than Verdana 24 point.

### **Using Caps & Italics**

- Avoid using all capital letters, as it makes text hard to read and it conceals the use of acronyms.
- Italics can be used for “quotes” and to highlight ideas.

### **Slide Background**

- Try to use the same background on each slide.
- Avoid white backgrounds; use either off-white with black text or dark with light colored text.

### **Use of Color**

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

### **Text Positioning & Animation**

- Avoid putting text/subtitles at the bottom of the screen because people in the back of the room cannot see them.

- Limit animations since they can be distracting for people with visual disabilities. Be consistent if you choose to use them.

### **Graphics, Charts/Graphs, & Illustrations**

- Avoid using unnecessary graphics and those that are difficult to read from a distance.
- Tables and graphs should be presented on individual slides.
- For any visuals you distribute or display, give a brief verbal description; this is essential for those who are blind or visually impaired.

### **Slide Content**

- Limit each slide to one idea.
- Use bullet points to cover components of each idea.
- Keep each bullet to 1-2 lines.
- Limit the number of bullets in a slide to six.
- Avoid large blocks of text.

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## ***Shareable Materials***

### **Handouts**

- If providing handouts, offer versions in large-print format (14- to 16-point font, boldface).

### **Shareable versions**

- Prepare downloadable versions of your presentation slides or text. Make these available ahead of time if possible or through QR codes.