



Tips For Accessible Presentations

The following guidelines are basic pointers for delivering presentations that are accessible to all participants of your meeting, including those with disabilities.

- Have sufficient lighting around the presentation area to see presenters and interpreters.
- If showing media (ie. Videos) bring captioned versions, if available.
- If using slides or MS PowerPoint,
 - Read everything out loud on the screen and describe all images fully to include guests who are blind or who have low vision.
 - Create slides with solid background, preferably light colored text on a dark-colored background.
 - Provide copies of slides or PowerPoint presentations for those participants who are unable to take notes.
- Do not block your lips with your hands or papers or turn your back to the participants when speaking.
- Avoid lettering using all capital letters which is difficult to read.
- Use lightly colored paper rather than white which produces less glare.
- Prepare a few copies of large print materials in 18 point font, bold, plain style with one inch margins.
- Don't avoid interacting with participants with disabilities. Include them in your discussions as you would anyone else.
- If you notice a person with a disability attending your presentation, introduce yourself before you begin and ask if there is anything you can do to make sure your presentation is accommodating or provide alternative format materials at a later time if unable to due to time restraints.
- Do a post-meeting/workshop evaluation and ask for feedback about accessibility.