

Tilting the Lens

How to Prepare and Deliver More Accessible Presentations

I. Preparing your presentation slides and other media

- Consider the **colour contrast** of your slideshow.
This is a helpful tool: <https://webaim.org/resources/contrastchecker/>
- Consider the **font type**.
Many people find sans serif fonts, like Arial, easier to read than serif fonts, like Times New Roman.
- Consider the **font size**.
Ideally, the font size should be no less than 20 pt.
- Consider the **number of words** on each slide.
Keep it short and simple, focussing on the most integral information. Use speaker notes for anything else.
- Write copy in **plain English**.
Make it easy to understand the content.
- Add **alt text** to images.
Describe the most pertinent features of an image.
- Avoid presenting images of **complex** charts or tables.
These are difficult for screen readers to scan.
- Add **subtitles** to video content.
Please avoid or correct automated/AI-created subtitles as they are often inaccurate.
- Avoid **animations or transitions**.
Screen readers cannot scan these.
- Use Powerpoint's '**Check Accessibility**' tool.
This function is available from the toolbar in Powerpoint, under the section 'Review'.

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II. Delivering your content to the audience

- Engage a **sign language interpreter**.

This is an explicit invitation for Deaf audiences to join and should be appropriately communicated in advance.

- Share your presentation with the audience **in advance**.

This will allow your audience to familiarize themselves with the content in their own time.

- Outline a **clear agenda**.

This will help to clarify the format, structure and manage your audience's expectations.

- Use Powerpoint's '**Closed Captioning**' tool.

In Powerpoint's toolbar, under the section 'Slide Show', tick the box next to 'Always Use Subtitles.'

- **Be visible** when you talk.

Be careful not to face away from the audience to read projected material.

- Start with a **visual description** of yourself.

Describe your physical appearance and other helpful contextual information for the audience.

- **Describe images or videos** incorporated in your presentation.

Narrate what is visible on screen.

- Speak **clearly and slowly**.

Give the audience time to process information with appropriate pauses.

- Speak in **simple language**.

Use your best judgement and understanding of the audience to avoid jargon, foreign or complex terms.

- Ensure your language is **inclusive and free of ableism**.