

## Tips for Accessible Presentations

For video presentations:

- **Use good lighting** and speak so that your full face is visible.
- **Enunciate clearly** and eliminate background noise (e.g., silence email notifications).
- **Verbally describe all images, charts, or graphs** being presented. It is not necessary to detail every single element in the image, but the major points should be verbally clarified.
- **Allow pauses** between slides to give viewers ample time to process information.

Tips for accessible electronic presentations:

- **Use large font and image size** (typically at least 24pt) in a neutral font, such as Sans-Serif (e.g., Arial, Calibri).
- **Use patterns, labels, or shading in graphs instead of color-coding.** Colorblind attendees may not be able to distinguish red from green bars.
  - [Here is a tool that checks the colors in images against common types of colorblindness](#)
- **Optimize the contrast** between your text and background colors.
  - [Here is a tool that checks the contrast of images](#)
- **Limit the amount of text on each slide.** If you need more text, put it in the speaker's notes.
- Add **alternative text descriptions** for all images, charts, or graphs in your presentation.
  - [Power Point alternative text instructions](#)
  - [Google Slides alternative text instructions](#)
- **Avoid animations and flashing effects**, which can cause problems for people with seizures, migraines, and vertigo.
- If converting your presentation to a PDF, be careful to do accessibly.
  - [Steps to convert Power Point to an accessible PDF](#)

Accessibility resources:

[Inclusive Design for Accessible Presentations](#)

[Creating Accessible PowerPoint Presentations](#)