

## **Accessibility Guidelines (as stated in the call, slides must follow our accessibility guidelines):**

- **Contrast**
  - a. Use high-contrast color combinations for text and background to make content readable for individuals with low vision or color blindness.
- **Easy-to-read fonts and colors**
  - a. Avoid fonts that slow readers down, or colors that impede readers with color-blindness.
  - b. Use text that is high-contrast and in a large, legible font, such as Arial, Calibri, or Times New Roman. Avoid italics and specialty or decorative fonts. Use an online [color contrast checker](#).
- **Alt Text/describing images - especially informational ones!**
  - a. During your presentation, describe images and graphics to the audience.
  - b. If you plan on sharing your slides with attendees, add alt text to all graphics.
- **Leave time for questions**
  - a. Aim for a shorter presentation to allow adequate time for feedback and questions.
    - i. Presentation format is (up to) a 30-minute lecture with at least 10 minutes for a Q&A (40 minutes total)
    - ii. Workshop format is (up to) a 50-minute interactive session with at least 10 minutes for a Q&A (60 minutes total)

## **Additional tips to make your presentation even more accessible:**

- **Captioning your videos increases accessibility**
  - a. You can auto-generate and then double-check captions for any videos. Make sure they have high contrast over the video and have a large font.
  - b. Leave blank space at the lower part of the video should the captioning technology platform used cover any text.
- **Speak to a diverse audience**
  - a. The audience may not have the same abilities and experiences as you.
  - b. Use common language when possible by avoiding jargon and acronyms.
  - c. Include our LGBTQIA+ community by sharing your pronouns.

## **Tools & References:**

- **[Microsoft's Accessibility Checker when making a PowerPoint](#)**
- **[Online Learning Consortium Post on Inclusive Presentations](#)**
- **[NEA Accessibility: Resources to Help Ensure Accessibility of Your Virtual Events for People with Disabilities](#)**