Accessibility Recommendations: Presentations

When preparing for a presentation or developing a presentation, consider the following best practices.

- Follow guidelines for print materials as outlined on that fact sheet.
- Use a template that has high color contrast and not "busy" backgrounds.
- Check accessibility on all presentations. In PowerPoint, click Review then click Check Accessibility. Following prompts, review and fix appropriate recommendations.
- You can also turn on live captioning in some versions of PowerPoint.
- All images in a presentation should have alt text. Right click on an image, click edit Alt Text. Add a description in the box or edit the automatically generated description.
- At the beginning of the presentation when you introduce yourself, give a verbal description of your appearance: age group, gender, race, hair color, eye color, what you are wearing, especially if you can't see your audience like via zoom.
- While presenting always describe the images or charts that are on the screen. Avoid saying "as you can see" or "I'll let you read this slide".
- When possible provide presentation and handouts in electronic form ahead of time.
- Use a microphone when appropriate, especially in large rooms or where there is background noise.
- Have an assistive hearing device, like a pockettalker, available for those who may have a difficult time hearing the speaker.

Resource: Equal Access: Universal Design of Your Presentation | DO-IT (washington.edu)