

Providing Accessible Presentations with Zoom



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Housekeeping Items

- Recording
- Participants muted by default
- Questions
 - Chat
 - Email: mthornt@uark.edu
- Certificates of Attendance
- Handout: <https://exploreaccess.org/handouts/>



What is Digital Accessibility?

Digital accessibility involves the creation of websites, mobile applications and electronic documents that can be easily navigated and understood by a wide range of users.



Perceivable, Understandable, Navigable

- Visual components are accessible.
- Audio is accessible.
- Information is as intuitive and clear as possible.
- Those who use assistive technology can access content and navigate platform.



Common Barriers to Access

- Inaccessible platforms
- Presenters rely on participants seeing the screen
- Text in slides is too small
- Inaccessible or no handouts provided
- Lack of captions or reliance on auto captions



Preparing Your Materials

- Slide Presentation
 - PPT Accessibility
- Handouts
 - MS Word Accessibility



Explore Access

Tools for Promoting Disability Access and Inclusion

MS PowerPoint Accessibility

- Choose slides with good contrast
- Choose layouts that match content (not blank slides)
- Font size = 24 pt. or larger
- Add alt text to images
- Avoid using “Design Ideas”



MS PowerPoint Accessibility (cont'd)

- Check the Outline View to make sure your text is there
- Save as PDF (not print as PDF)
- PowerPoint Handouts (2, 3 or 6 slides to a page) are not accessible



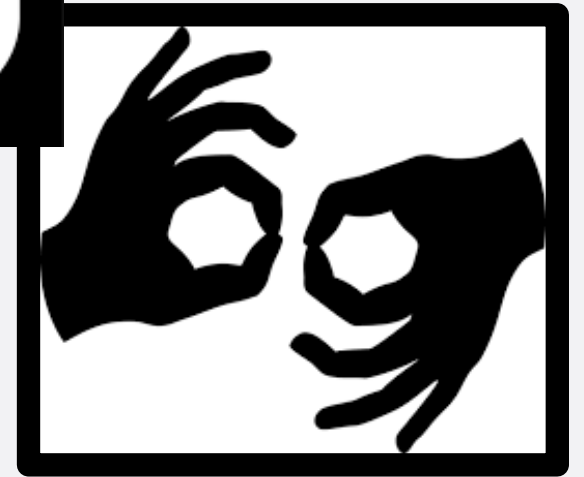
Provide Options for Connecting and Accessing the Content

- Computer
- Phone
- Recording the session



Being Ready to Provide Accommodations

- Remote captioning services
- Remote ASL interpreting services



During the Presentation



Setting Up

- Mute participants by default
- Test the captioning / interpreter feed (if provided)
- Provide a brief overview about your plan:
 - How to turn on captions if provided
 - Using the chat feature sparingly
 - How questions will be handled
 - Unmuting (if permitted)
 - How to access handouts / slides

During Your Presentation

- Provide options for asking questions
- Announce when you are moving to the next slide
- Don't assume that everyone can see or access the slides during your presentation
- Provide all of the content as part of your presentation



During Your Presentation (Cont'd)

- If more than one presenter, say who you are when you begin speaking
- Have someone help monitor chat for questions
- Read questions aloud before answering them
- Use headset with mic if possible to reduce background noise

After the Webinar

Follow-Up

- Respond to any questions not answered during or that were submitted by email
- Include any links mentioned during session



Questions?



Suggested Resources

- [PEAT: 7 Steps to Make Your Virtual Presentations Accessible](#)
- [University of Washington, DO-IT: Accessibility and Universal Design of Online Meetings](#)
- [Explore Access: Accessible Online Learning](#)

Thank you!

- Evaluation and Certificates
- <http://exploreaccess.org/upcoming-events/>



Contact Me

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