# Unlocking Accessibility: Practical Tips for Accessible Presentations

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## Access Handouts

[exploreaccess.org/handouts/](https://exploreaccess.org/handouts/)

## Extending the Invitation

* Make sure your registration process is accessible.
* Advertise in accessible ways.
* Provide a way to request accommodations.
* Be prepared to respond to accommodations requests.

## Preparing Materials

* Will you only have a slide deck?
* Will you be providing handouts?
* Will there be materials that participants need to engage with during the presentation?
* Will you be showing any videos?

## Slide Decks

* Use a template with good contrast.
* Avoid overlaying text on images.
* Use a unique heading for each slide.
* Do not put too much text on your slide.
* Keep font sizes at 28-point or larger.
* Select a simple, easy to read font.
* Add alternative text to images, graphs and charts.
* Mark purely decorative images   
  as decorative.
* Use pre-set slide layouts rather than manually adding text boxes.
* Confirm that all text is visible in "Outline View."
* Select “Stop fitting text into this placeholder” to avoid text crowding.
* Run the accessibility checker.
* To create a PDF version, select Save As PDF, rather than Print to PDF.
* Share digital versions in advance of your event.

## Handouts

* Use a sans serif font of 12 point or larger.
* Use heading structure properly.
* Provide alternative text for images, charts, or graphs.
* If you are providing print versions, it is ideal to have some large print versions available.
* Provide digital version in MS Word format.
* If providing PDF, Save As PDF,   
  rather than Print to PDF.

## Interactive Materials

* Think through activities and consider what barriers may be present.
* Plan ways to eliminate the barriers as part of the activity.
* Recommit to access

## Videos - Captioning

Is the video captioned?

* If yes, are captions accurate?
* If not, determine options for providing access.

## Videos – Audio Description

Is the video audio-described?

* If so, check descriptions for accuracy.
* If not, determine if there are visual elements that need descriptions.

Before Your Session Begins – In-Person

* Does the microphone work?
* Is lighting adequate?
* Are the slides visible with the current level of lighting?
* If you are using sound, does the audio work and is the volume adequate?
* If you are playing videos, do you have the captions enabled?
* Is there space to navigate around the room?
* If participants have requested accommodations, are you prepared to respond to those requests?
* If accommodations include access services such as ASL-English interpreters or speech-to-text providers, are those professionals present, set up and ready to provide services?
* Do the access providers have the information they need to perform their role well?
* Are there seating considerations to ensure those using the interpreters or speech-to-text services can see them?

## Before Your Session Begins – Virtual

* Provide various options for accessing training
* Provide access to materials
* Accommodations requests
* Enable accessibility features
* Prepare for captioners or interpreters
* Use the waiting room feature
* Assign a co-host
* Check audio for all presenters

## During Your Session – In-Person

* Setting the stage
* Amplification
* Questions from audience
* Sharing your slides
* Videos
* Activities

## During Your Session – Virtual

* Orient attendees
* Consider accessibility when screen sharing
* Read chat messages aloud
* Minimize background noise
* Camera off option
* Introductions
* Equal participation

## Event Planners

* Facility accessibility
* Advertisement and registration accessibility
* Guidance and standards for presenters
* Access providers
* Accessible digital materials
* Accessibility reviews
* Training for hotel/facility staff

## Sample Accessibility Statement: In Person

**Requesting Disability-Related Accommodations:**  
We value the inclusion of people with disabilities in our programs and activities. *(Describe any proactive things you are doing to promote access\*.)* Accommodation requests can be made using our registration form. If you have questions about access, please contact *(name)*at *(phone and/or email)*. Some accommodations, such as sign language interpreters, may take time to arrange. Please register as early as possible to help us plan for access.

## Sample Accessibility Statement: Virtual

**Requesting Disability-Related Accommodations:**

We are committed to creating an accessible event. *(Describe any proactive things you are doing to promote access\*.)* Accommodation requests can be made using our online registration form. If you have questions about access, please contact *(name)* at *(phone and email)*. Some accommodations, such as sign language interpreter and captioners, may take time to arrange. Please register as early as possible to help us plan for access.

## Sample Accommodation Question: In Person

Please select any disability related accommodations that will make this workshop accessible for you.

\_\_ASL Interpreter  
\_\_Typewell  
\_\_CART (Communication Access Realtime Translation)  
\_\_Assistive Listening Device  
\_\_Captioned Videos  
\_\_Large Print handouts  
\_\_Accessible Digital handouts  
\_\_Other:

## Sample Accommodation Question: Virtual

Please select any disability related accommodations that will make this webinar accessible for you.

\_\_ASL Interpreter  
\_\_Human-generated Captioning  
\_\_Accessible handouts  
\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Questions

## Resources

* [ADA National Network: A Planning Guide for Making Temporary Events Accessible to People With Disabilities](https://adata.org/guide/planning-guide-making-temporary-events-accessible-people-disabilities)
* [Explore Access: Presenter’s Toolkit – In Person](https://exploreaccess.org/presenters-toolkit/in-person/)
* [Explore Access: Presenter’s Toolkit – Virtual](https://exploreaccess.org/presenters-toolkit/virtual/)

## Contact Me

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