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Unlocking Accessibility: Practical Tips for Accessible Presentations

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UNIVERSITY OF
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About Partners

**Working together to
strengthen opportunities
for Arkansans with
disabilities**



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Access Handouts

exploreaccess.org/handouts/



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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.



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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?



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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.



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Slide Decks (continued)

- 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.

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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.



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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

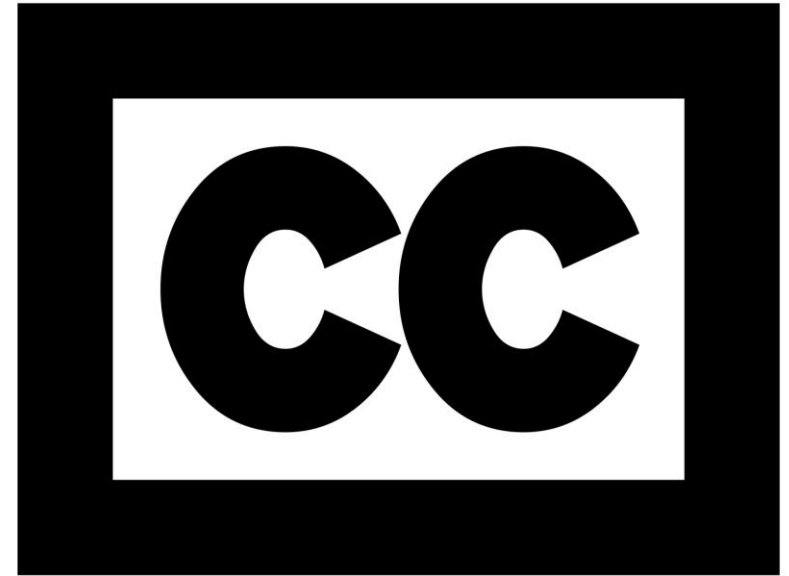


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Videos - Captioning

Is the video captioned?

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



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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.



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Before Your Session Begins – In-Person - 1

- ☐ 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?

Before Your Session Begins – In-Person - 2

- ☐ 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?

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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



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During Your Session – In-Person

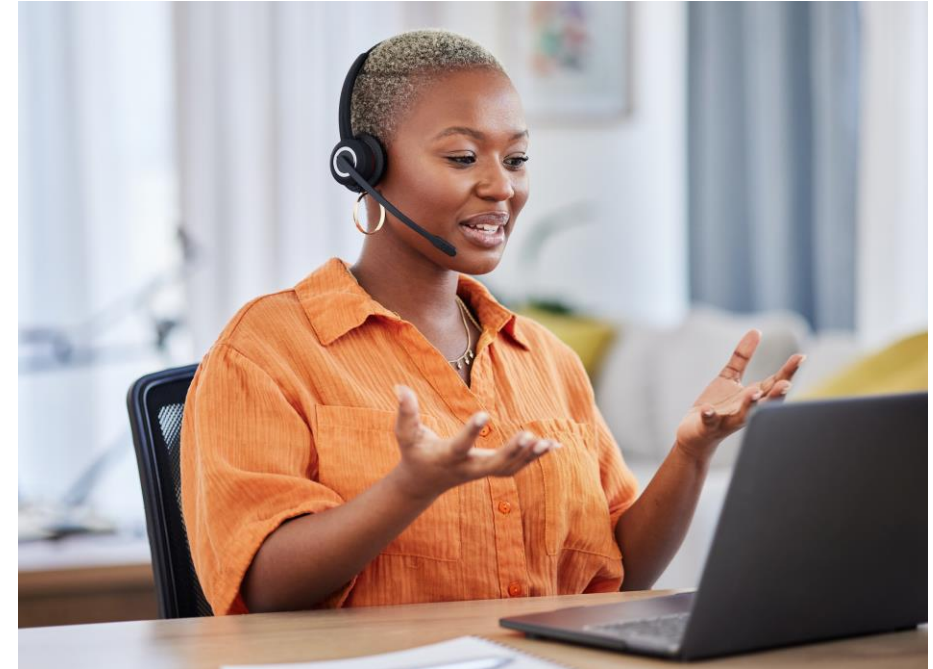
- Setting the stage
- Amplification
- Questions from audience
- Sharing your slides
- Videos
- Activities



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During Your Session – Virtual

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



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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



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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.

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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.

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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 _____

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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 _____

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Resources

- [ADA National Network: A Planning Guide for Making Temporary Events Accessible to People With Disabilities](#)
- [Explore Access: Presenter's Toolkit – In Person](#)
- [Explore Access: Presenter's Toolkit – Virtual](#)

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