

Guidelines for Presenters

These guidelines are selected from several sources and sometimes modified. They are organized into two main sections: 1) Preparing the presentation, and 2) Practice the presentation. Try to follow these as best you can. The referenced sources contain more details if you need it (see last page for direct links).

1. Preparing the presentation

1.1. General

- Remember that disabilities may not always be visible or obvious. [5]
- Be aware of the possibility that participants may have accessibility needs that you have not anticipated. [1]
- Ensure slides, handouts, and other electronic material for participants is accessible [1]
- Bring the materials you need on a jump drive. Do not rely solely on Internet access to access your material. [4]
- Consider activities to be accessible e.g. asking/responding to questions, raising hands, mentimeter etc. [1]

1.2. Text

- Use plain and simple language, easy to read and understand [7]
- Provide minimal text on each slide (only a few points, max six lines of text) [7, 5]
- Make text and important visuals big enough to be read even from the back of the room [1]
- Use an easy-to-read, sans serif font type such as Helvetica, Arial and Verdana [1, 6]
- Use mixed upper and lower-case letters, not all capitals [6]
- Avoid italics (and underline, if emphasis is needed use bold) [6]
- Do not use more than one font type per slide / presentation [6]
- Use left justification [6]
- Use 44-point bold font for headings. Use 32-point font or higher for short, simple bullets. [5]

1.3. Visuals

- Use sufficient color contrast [1]
- Do not overlay text on images [6]

1.4. Audio

- Caption audio, or otherwise make it available. [1]

1.5. Additional preparations

If you want to go the extra mile, here are some additional guidelines to consider.

- Offer handouts, slides, and other material in accessible formats, with large (at least 20-24 point) text sizes [1]
- Make media fully accessible — including audio and video used in sessions [1]
- Provide material ahead of time, if requested (depends on needs of attendees) [1]
- Bring a few print copies for audience members who would like to follow along with you [4]
- Offer large-print copies (17-pt. or larger) of your full presentation and handouts at your session [4]
- Work with [interpreters](#), translators, and [CART](#) writers in advance [1]
- Use multiple communication methods for different learning styles (text, diagrams, pictures, video, audio...) [1]

2. Practice the presentation

- Speak clearly and not too fast so participants and sign language interpreters can better understand you and keep up. [1]
- Speak with a normal tone and pace, unless asked to slow down by the interpreter. [3]
- For personal conversations, the attendees should be reminded to speak directly to the person, not to the interpreter [3]
- Use simple language, avoid or explain jargon, acronyms, and idioms. [1]
- Give people time to process information; use pauses and consider people with cognitive disabilities who need extra time [1]
- Be visible and in good light when you talk, so participants can see your face. Keep your hands away from your face [1, 5]
- Always use a microphone, as some people might need the audio electronically, even in a small room [1]
- Do not walk in front of interpreters [5]
- Remind the audience to use a microphone to ask questions, so that everyone can hear, and should state their name before speaking, for the benefit of those who cannot see who is speaking. [2]
- If the audience can not use a microphone, repeat questions and comments audience members make via your microphone so captioners, interpreters, and audience members do not miss a word. [1, 5]
- Say all of the information that is on each slide. (This does not mean that you have to read the slide exactly as it is. It just means that you cover the visual information in what you say.) [1]
- Describe pertinent parts of graphics, videos, and other visuals, to the extent needed to understand the presentation [1]

References

If you want more details and examples you can use the following links to guidelines that were used for the compilation above.

- [1] <https://www.w3.org/WAI/teach-advocate/accessible-presentations/>
- [2] <http://www.sigaccess.org/welcome-to-sigaccess/resources/accessible-conference-guide/>
- [3] <https://worldinstituteondisabilityblog.files.wordpress.com/2016/01/presenter-guidelines-disability-friendly.pdf>
- [4] <https://disstudies.org/index.php/sds-annual-conference/accessibility-guidelines-for-presentations/>
- [5] <http://www.apa.org/pi/disability/resources/convention/index.aspx>
- [6] <http://vocaleyeyes.co.uk/wp-content/uploads/2018/01/VocalEyes-guidelines-for-conference-speakers.pdf>
- [7] <https://www.tandfonline.com/doi/full/10.1080/09687599.2017.1356059?src=recsys&>