

Making Your Presentation Accessible



Tips for making your presentation accessible

- ◆ Use the Accessible PowerPoint slide templates.
- ◆ Keep layouts simple and streamlined.
- ◆ Use titles and headings.
- ◆ Add minimal text to the slide.
- ◆ Use a larger font size (18pt or larger), sans serif fonts, and sufficient white space.
- ◆ Use contrasting colours for text and backgrounds.
- ◆ Use Alt Text to describe graphics.
- ◆ Ensure that the use of colour is not the only means of conveying information.
- ◆ Describe and refer to all of the information on your slide as part of your presentation.
- ◆ Make videos accessible to people with a vision or hearing disability by using captions or audio descriptions. If you are unable to provide this, describe the video as it is viewed.
- ◆ Provide your presentation in an accessible format for presentation attendees.
- ◆ Where possible, ask your attendees prior to the event if they have any accessibility needs.