How to Make Presentations Accessible to All

Source: http://www.w3.org/WAI/training/accessible

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Introduction

Do you remember a time when people around you broke out in laughter, but you didn't hear the joke?
Be careful not to leave out information for some people in your audience. For example, if you say "you can read it on the slide", you are probably excluding people who cannot see the slide.

The following information helps you make your presentations, talks, meetings, and training accessible to all of your potential audience, including people with disabilities and others. Inclusive presentations have many benefits.

Consider activities

Remember accessibility issues with any participant activities, such as responding to questions, arranging sticky notes, small group projects, etc.

Use multiple communication methods for different learning styles

Some people can better understand verbal information, others pictures and diagrams, and others text.

Preparing Slides and Projected Material

- Make text and important visuals big enough to be read even from the back of the room.
- Use an easy-to-read font face (ex. Arial).
- Use sufficient color contrast.
Color contrast guidelines and evaluation tools for web pages might be helpful to determine sufficient contrast.

During the Presentation

- Speak slowly and clearly.
- Use simple language.
- Give people time to process information.
- Be visible.
- Use the microphone.
- Ensure that all relevant sound is audible through the sound system.
- Cover all displayed text.
- Describe pertinent parts of graphics, videos, and other visuals.
- Describe other visual information.
For example, if you ask a question of the audience, summarize the response, such as, Speaker: "If you make your websites fully accessible, please raise your hand... About half raised their hand."
- Be Open to Accessibility Issues
- Respect participant's needs.

Working with an ASL Interpreter or Real-Time Captioning

It is possible that your session will have an ASL interpreter or real-time captioning.
- Take the opportunity to meet briefly with the interpreting team prior to the presentation.
- During the presentation speak at a normal speed. The interpreting team will let you know if you need to adjust your speed (usually slower).
- If you are asking people to look at the PowerPoint or handouts allow the Deaf participants time to view the material and then return to the interpreter.