Presenter Best Practices for an
Accessible Presentation

As you prepare for your presentation, please follow these best practices for ensuring your session is accessible for all audience members including those who are hard of hearing or deaf and/or visually impaired or blind.

Visual Accessibility: Best Practices for Your PowerPoint Presentation

- Minimize the number of slides.

- Use high contrast colors between your text and your background. White font on a black background or dark blue on a yellow background are good examples of high contrasts.

- Use large simple, san serif fonts (e.g., Arial, Verdana, Helvetica, Tahoma).
    - Headings should be 32 points or larger;
    - Subheadings should 30 points or larger
    - Text should be 24 points or larger
    - Avoid italics (bold, underlining, quotations are better choices)

- Minimize the amount of text on slides and utilize left alignment only. Include sufficient white space.

Backgrounds & Text
- Simple, not graphical
- One color or two color gradients where one is white and the other is pastel or two color gradients one is not white but pastel colors which are adjacent on the color wheel
- Avoid grey background or grey text
- Avoid shadowed text
- Avoid Blue backgrounds – use warm pastel colors! (blue makes your eyes work harder!)

Limit Animations and if you must use them, choose the following:
- Fly in from left
- Wipe right
- Typewriter
- Appear
- Laser from right

Use a Simple Slide Layout:
- No more than three blocks
- No more than 6 lines per block
- Try not to use columns
- No more than 6 bullets

Graphics:
- Avoid grey scale graphics/ low contrast
- Use patterns or high contrast color instead

- Limit the number of visuals on slides and keep them as simple as possible. Images, graphs and charts that are used should be described and summarized If you must use tables, create a simple table structure for data only, and specify column header information.

- When you advance a slide, pause to let people read it before saying anything. Read the text on the slide to make sure people who are blind in the audience know what is on the slide.

- Make sure that videos are captioned and audio described. Give a brief description of what is in the video before it is played.

- **Please use the PowerPoint template provided to you as it includes slide samples compliant for the visually impaired.**

HEARING ACCESSIBILITY: Best Practices <u>During</u> Your Session

The Academy is providing the following tools* for those who have hearing accessibility needs to participate fully in our sessions:

- Portable assistive listening devices (ALDs) – the personal FM system kits provided will include an FM transmitter and personal receiver as well as a neck loop, headphones and an earbud.

- Ava Pro (connected directly to the sound system) will be made available in each session room which offers a speech-to-text captioning solution for audience members. **The captions will appear directly on the main screen(s) under your PowerPoint slide.**

During your session…

- Highlight that there is reserved seating in the front of the room for those that need it for the best experience.
- To ensure the speech-to-text captioning is accurate, <u>all speakers must use a microphone</u>. Only one presenter should speak at a time. Please limit banter and do not talk over one another.
- Repeat all questions or comments into the microphone so the speech-to-text transcription picks up the audience question and displays it on the large screen.

*CART Captioning will be provided in the general sessions and a limited number of specialty sessions. Captions will appear on the main screen(s) in these rooms.

For a complete description of the Academy's Accessibility Services in Seattle, please visit https://www.audiology.org/education-and-events/aaa-annual-conference/attend/accessibility-services/.

Additional best practice guides for PowerPoint presentations include:

https://ethos3.com/powerpoint-rules-follow/

https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25#bkmk_bestwin

https://gov.wales/how-create-accessible-powerpoint-presentations

https://www.perkins.org/resource/creating-accessible-powerpoint-presentations-students-visual/