

Before

- If you are the organizer, arrange for live captions.
 - Provide ASL interpreters on request.
- Use good color contrast and large fonts in designing your slides.
 - Don't cram too much text on a slide.
- If your presentation includes video or audio clips, ensure they are accessible.
 - Provide captions (or a transcript for audio-only clips).
 - Provide audio description or summarize the video so blind attendees understand the content.

During

- Speak descriptively.
 - Imagine you are speaking to someone who can't see your screen. What is important about your graphics?
 - No need to call out each image individually but be sure that the information they convey is included in your script.
- Pace yourself
 - Interpreters need more time for translation, and other attendees appreciate it too.
 - Leave time for questions, if that fits the format.
 - Practice your presentation so you know how long it takes at a reasonable speaking speed.
- Explain acronyms if the audience is general.
 - Keep jargon to a minimum, unless the event is for specialists.

After

- If you are sharing the presentation video, make sure the captions are included.
- If you are sharing the slides, consult accessibility tips for documents.
 - PowerPoint and PDF can be made accessible; see resources below.
 - Consider using HTML which can be made highly accessible; see resources below.

Resources

Accessible Documents

- PowerPoint: <https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25> (<https://tinyurl.com/aapowerpt>)
- PDFs: <https://accessate.net/tipsheet/creating-accessible-pdfs>
- HTML: <https://accessate.net/tipsheet/creating-accessible-websites>

Color Contrast Tools

- Tanaguru Contrast Finder: <https://contrast-finder.tanaguru.com>
- WCAG Contrast Checker (Firefox add-on): <https://addons.mozilla.org/firefox/addon/wcag-contrast-checker/>
- Color Contrast Analyzer, which is particularly useful for checking the contrast levels of text over image backgrounds: <https://chrome.google.com/webstore/detail/color-contrast-analyzer/dagdlcijhfbmgkjokkjicnnfimlebcil> (<https://tinyurl.com/aacolorcontrast>)
- Accessible Brand Colors, which can show you how your colors work together in different combinations: <https://abc.useallfive.com>

Image Description Resources

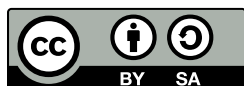
- WGBH image description tools: <https://wgbh.org/foundation/ncam/tools-and-resources/image-description-resources> (<https://tinyurl.com/aaimagedescription>)



Developed in conjunction with the National Center for Accessible Media, based at Boston public broadcaster WGBH.



For more accessibility resources like this, please visit the AccessATE web site at <http://accessate.net>



AccessATE is funded by the National Science Foundation under DUE#1836721. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation.