

Making Your Presentation Accessible

1. Make your presentations accessible:

- a. Add alternative text to your images/graphics.
- b. No flashing or flickering lights or images.
- c. Ensure you have enough colour contrast between your background and your text.
- d. All slides need to have proper reading order and unique titles.
- e. Add meaningful and accurate hyperlink text and ScreenTips.
- f. Make sure that colour isn't the only thing conveying information.
- g. Avoid using tables.
- h. Ideally, use a sans-serif font and use sizes 18 pt. or larger while leaving enough white space.
- i. Avoid slide transitions.
- j. If you're using videos, make sure they are captioned and have audio descriptions.
- k. Use the **Accessibility Checker** in MS PowerPoint to ensure your content is accessible.

2. Making your materials available in advance.

- a. Make sure you share accessible versions, whether in a PDF, MS Word or PowerPoint.

3. When you're presenting:

- a. Enable live captioning on Google Slides or MS PowerPoint to provide real-time captions.
- b. If there are multiple presenters, make sure you announce who is speaking.
- c. Describe any images, charts or graphs that you are showing on a slide.

- d. Speak slowly and clearly to allow the live captions to pick up what you're saying easier.
- e. Make sure to repeat any questions asked so that it can be captioned and understood by everyone.

Useful Resources

- **Microsoft:** [Make your PowerPoint presentations accessible to people with disabilities](#)
- **AHEAD (video):** [Creating Accessible and Engaging Presentations](#)
- **Queen's University:** [Accessible PowerPoint Presentations Checklist](#)
- **Venngage:** [7 tips on how to make accessible presentations](#)
- **W3C:** [Making Events Accessible: Checklist for meetings, conferences, training, and presentations that are remote/virtual, in-person, or hybrid](#)

Have questions?

Don't hesitate to reach out to Matisse Hamel-Nelis, ADS, CPACC, for more information or assistance in creating your accessible content.

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