Creating Accessible and Inclusive Presentations

Creating and delivering a presentation that takes into consideration the varied abilities of the audience will maximize participation for everyone. Use these simple guidelines to create a presentation that includes your entire audience and avoids issues during your presentation.

Understand your audience!

Be aware and open to the diversity in your audience. When planning your content understand that some of your audience might have both *visible* and *invisible* identities and accessibility needs.

Creating Accessible PowerPoint Presentations

- **Presentation Layout/Accessibility**
  - Use the built-in slide layouts (i.e., slides with placeholders for titles and content) and themes.
  - On the intro slide, provide a link to your presentation so participants can follow along on their personal devices. Consider using a QR code for fast access.
  - Provide an outline of your presentation as an intro side and make it available as a handout. Refer to the outline as you begin each new section of the presentation. This will help summarize

- your points and assist your audience with following the structure of your presentation.
- Use unique slide titles for screen reader navigation. Slide titles do not have to be visible on the slide.
- Minimize the amount of text on slides.
- **Font Styles**
  - Use a simple sans serif font (e.g., Ariel, Veranda, Helvetica).
  - Use a 24pt or larger type. Here is a suggestion for formatting:
    - Title Text: Arial, 40pt, bold, centered.
    - Section Headings (narrative text): Arial, 32pt, bold, left-justified.
    - Main text (narrative text): Arial, 32pt, plain, left-justified.
- **Use of Color and Color Contrast**
  - Use Mason PPT Presentation Templates from GMU's Office of University Branding to avoid color contrast and branding issues.
  - Check your color contrast with a contrast checker if using color combinations other than black and white. We recommend using TPGI's Colour Contrast Analyzer.
  - Do not use color as the only method for distinguishing information, particularly on charts and graphs. Communicate data in both color and text.
- **Images, Charts, Graphs**
  - Make graphics as simple as possible.
  - Provide alternative text descriptions for all meaningful images.
- **Audio & Video**
  - Provide synchronized, accurate captions for all videos.
- **Checking for Accessibility**
  - Use Microsoft 365's built-in accessibility checker for PowerPoint.

Strategies for Giving Inclusive Presentations

- Speak clearly and slowly. If available, **ALWAYS** use a microphone.
- Be visible and in good light when you talk so participants can see your face.
- Provide multiple means for attendees to access your presentation (e.g., QR Code, link, printed copies, etc.).
- If there will be an ASL interpreter at your session, provide your content to them in advance. Explain acronyms, terms, names, etc. that you will use.
- Allow plenty of time for participants to read a slide. Cover all the *meaningful* visual information on the slide.

NOTE: Adapted from JMU Accessibility's Inclusive Presentations.

- Describe all *meaningful* images, graphs, and charts.

- Provide a brief description of any audio or video content in advance of playing.

- Remember potential accessibility issues with participation activities including question and answer periods. Use a microphone if available and always repeat the question so everyone can hear.

Additional resources and tutorials:

- [Tips for Delivery an Accessible Presentation](#) (Washington DO-IT)

- [Make your PowerPoint presentations Accessible to people with disabilities](#) (Microsoft Support)

- [Colour Contrast Analyzer](#) (TPGi)
    - *VIDEO:* [Using the Colour Contrast Analyzer tool](#) (1:34)

- [Creating Accessible Documents](#) (GMU ATI)

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