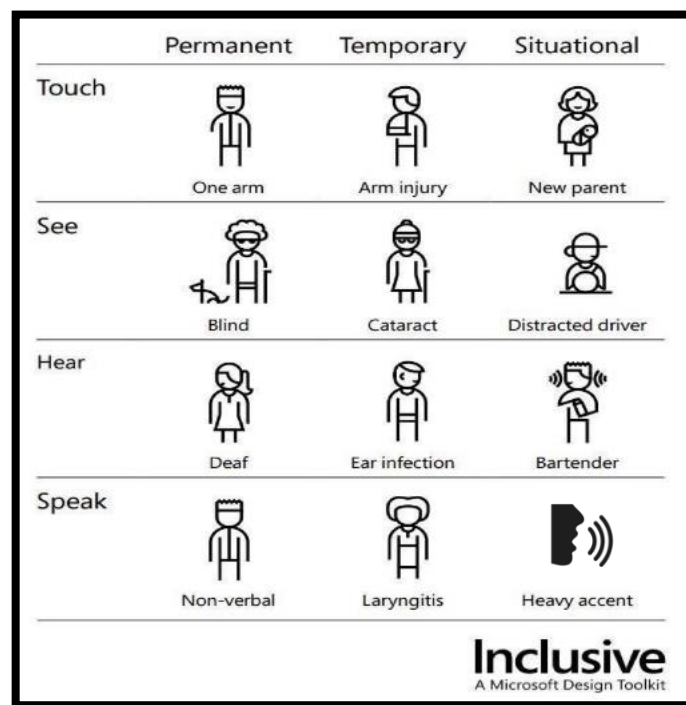


## Creating Accessible and Inclusive Presentations

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.

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## 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.
  - 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.
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#### **Additional resources and tutorials:**

- [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)