

# Accessible Presentation Considerations

Ann Gagné, PhD. Educational Developer (UDL), Robert Gillespie Academic Skills Centre, Institute for the Study of University Pedagogy  
University of Toronto Mississauga

## Contextual Practices and Considerations for Conference Presentations

### In-Person

- Always use the microphone
- Look for barriers to access such as bags in walkways, moveable furniture that is moved to make a space inaccessible
- Review lighting in the room to have conditions that support participants
- Make space for ASL/LSQ (American Sign Language/Langue des Signes Québécoise) interpreters near the speaker
- Have CART (Communication Access Realtime Interpreters) transcription
- Do not put hands over mouth if possible and face participants when speaking

### Virtual

- Use a headset or microphone
- Have captioning enabled and ensure that ASL/LSQ (American Sign Language/Langue des Signes Québécoise) interpreters can be pinned for participants
- Do not put hands over mouth if possible

### Blended/Hybrid/Dual Delivery Considerations Applicable to all Modalities

- Provide guidelines for engagement (respectful space, constructive dialogue, etc.)
- Provide accessibility copies of slide deck and talk<sup>1</sup>
- Provide an outline or roadmap for your presentation
- Provide a summary at the end
- Make sure your images and resources are inclusive
- Describe what is on the slide to the audience if there are images or graphs/charts
- Participants should be able to engage in a similar manner regardless of modality
- Define jargon or acronyms
- Assess the words that you use for ableist and non-inclusive speech ([see this resource by Lydia X. Z. Brown](#))
- Assess your speaking cadence for the interpreters and the transcript

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<sup>1</sup> Providing accessibility copies is contextual, and some graduate students, sessionals, precariously employed academics, marginalized academics, and early career researchers (ECRs) may not feel comfortable with doing this. Some options are to provide a QR Code to a time sensitive non-downloadable document or if in person to collect accessibility copies after the presentation.

## Creating Accessible Documents for Teaching and Learning

### PowerPoint

- Template selected is accessible in terms of colour contrast and decorative elements (Examples of accessible PPT templates you may want to consider Parcel, Quotable, or Frame)
- Font is sans-serif (Such as Calibri, Arial, Verdana)
- Font size for title is minimum 30 font
- Font size for body text is minimum 24 font
- All images or graphs have alt-texts or if decorative selected as such
  - Write a description for your image so that if someone is using a screen reader they would have the same information. Or if image is decorative select the decorative image checkbox
- Slide deck has been run through the accessibility check and corrected for access issues
- If PDF required, PowerPoint slide deck has been saved as a tagged PDF document
  - Go to file, then save as, then save as type “PDF”
  - Check on Options box and make sure “document structure tags for accessibility” has been selected. Click Ok and click save

### Word Document Format for Handouts or Accessibility Copies

- Document uses Headers in proper order using the header menu at the top of the screen
- Word document uses sans-serif font (such as Calibri, Arial, or Verdana)
- If creating accessibility copies ensure the body text is 16 font minimum
- Colour is not use for emphasis. Bold is used for emphasis where required not italics
- All images or graphs have alt-texts or if decorative selected as such
  - Write a description for your image so that if someone is using a screen reader they would have the same information. Or if image is decorative select the decorative image checkbox
- Tables are identified with header rows and alt-texts
  - Go to Layout in Table tools, highlight your header row with mouse and select repeat header row
  - Select target on top left corner of table and click Table Properties and go to Alt-Text tab and describe the purpose of the table for those who use screen readers.
- Word document has been run through the accessibility check and corrected for access issues
- If PDF required, Word document has been saved as a tagged PDF document
  - Go to file, then save as, then save as type “PDF”
  - Check on Options box and make sure “document structure tags for accessibility” has been selected. Click Ok and click save