

Preparing and Delivering Accessible and Inclusive Presentations

Please always be an accessibility/inclusion advocate whether you are a presenter or a session organizer/moderator.

- Be aware
- Be intentional
- Be flexible/adaptable

Planning your Presentation:

- Include your notes into the power point slides or presentation. This will allow those who view the presentation at a later date to understand your message.
- Include slide numbers for reference.
- On each slide, balance text and images.
- Keep text between 32 and 36-point font
- Always have high contrast between colors (e.g. background and text)
- Avoid 'busy' slide backgrounds
- For Maps, charts, and graph labels use 20-point or larger font. Include the description of the image, chart, or graph.
- Consider adding alternative text to charts, graphics, or photos for the same reason above. ([Microsoft directions for adding alternative text](#))
- If your presentation includes a video, it *should be captioned*.
- For more information [Towards a More Accessible and Inclusive Presentation](#) *American Alliance of Museums* (<https://www.aam-us.org/>)

When Presenting:

- Speakers/presenters should *ALWAYS* use the microphone. Never assume that everyone can hear you even when projecting.
- Engage your audience and do not ask/expect them to read the slide.
- Briefly describe any slide images for those that may be seated in the back or who may have low vision or be blind ([Guidelines for Verbal Descriptions](#)).
- The Association will let you know if a session attendee will use assisted listening technology. If so, a volunteer will familiarize you with this technology.
- The Association will inform you if there will be an American Sign Language (ASL) interpreter for your session. Be mindful of working effectively with interpreters ([Working with Interpreters](#)).
- If needed, the Association will ensure accessible seating (e.g., space) closer to the front of the presentation space.

For more information contact the your Program Selection Committee.