

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:

- Practice and test your Internet and sound system ahead of time. Have headphones available near you if possible.
- 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 Virtually:

- Prepare to distribute slides and all other materials to attendees in advance.
- Monitor chat for questions to be answered at the end.
- Speakers/presenters should rename themselves and not use initials and include or state preferred pronouns (i.e. he/she/they/them).
- Look directly into the camera when speaking (this ensures people who need to read lips can better understand you).
- Videos should be produced and delivered in ways that ensure that all members of the audience can access their content. An accessible video includes captions, a transcript, and audio description and is delivered in an accessible media player. Captions help non-native English speakers to understand the video. More [here](#).
- Use plain language. Be mindful of jargon, slang, and assumed knowledge to be inclusive of all attendees.
- Do not use flashing or strobing animations in a presentation or other materials you and other event organizers are creating. If this is required, ensure you put a very clear warning in place before showing the material.

Virtual Event Organizer Accessibility Tips:

- Offer all accessibility information upfront and publicly to interested attendees.
- Send invitation early enough to schedule ASL interpreters and/or captioners if needed.
- Know your audience/attendees. If an attendee registers with a known need, try to accommodate as best you are able.
- Have an accessibility point person who can assist with troubleshooting or access issues and provide contact information for them.
- Give attendees the opportunity to (anonymously, if desired) share any additional accessibility requests that were not covered in the events access information.

Prepping for the vision-impaired:

- Convert documents to Plaintext, a format that can be translated to Braille. Most software programs like PowerPoint, Excel, and Word let users save a Plaintext version.
- Briefly describe any slide images for those that who may have low vision or be blind (Guidelines for Verbal Descriptions).

Prepping for the hearing-impaired:

- Use live or real-time captioning, which allows text of the meeting audio to show up on the screen. Check to see if the platform you're using supports captioning services. One recommended caption provider is StreamText, which works with any platform (you do have to pay an additional fee).
- Another option is to work with a Communication Access Realtime Translation (CART) provider or professional captioner.
- The DIY route—assigning someone in the meeting to take and transcribe notes stenographer-style—may work if a staff member is willing to take on this role. In your initial message let people know the meeting will be captioned.
- If you plan to have a sign language interpreter in the seminar, make sure your platform can support two videos at once so the interpreter will be visible at all times.

We are always looking to learn about best practices when it comes to accessibility. Please provide feedback about one of our events to help us better prepare for the next one. Please contact the Association at: info@publicgardens.org