Making Your Presentations More Accessible

Note: While we will ask for any accommodation requests during registration, one should not assume all people will feel comfortable disclosing their needs for accommodation. As a general rule, steps you take to make your presentation more accessible will also benefit those who do not need accommodations.

# Keynote Presenters

* ACUI will have a sensory safe space set aside for those who need it to view your presentation via a livestream.
* ACUI will handle captioning for your presentation. Providing your materials and script in advance can help us with this.
* Ushers will be available to assist guests who need help

# All Presenters

* If you have accommodation needs, please let a staff member or Conference Planning Team member know as soon as possible.
* When making any changes to room set up, be conscious of wheelchair and other accessibility needs.
* Consider alternatives for activities that might exclude those with mobility issues, limited vision, hearing, speaking, or sensory triggers.
* Check your room in advance to be aware of exits, travel pathways, access to restrooms, and the general set up of the space, in case needed.
* Be sure not to circumvent the inclusivity and accessibility measures we have put in place for the event.
* Communicate information clearly. Keep in mind…
	+ Consider color and color contrast (people with colorblindness)
	+ Use fonts that are easier to read
	+ Minimize visual and auditory distractions
	+ Keep the flow easy to understand regardless of knowledge or experience with the topic
	+ Use the space in a way that is comfortable and minimizes fatigue and range of motion, regardless of body type
	+ Minimize risk of adverse consequences or accidents
	+ Recognize different comfort levels with proximity and engagement
* Attendees will have different learning preferences. Keep this in mind by offering a variety of ways for attendees to engage with the content.
* Plan breaks appropriately, considering attention spans and level of concentration required by the material, in addition to the length of your presentation.
* Make use of captioning whenever possible. If using PowerPoint, when you click “Slide Show,” you can select “Always Use Subtitles” so they will appear while you present.
* During Q&A, be sure to repeat the question, even if the question is asked with the microphone. This will ensure the question is captioned and heard on any recording that may be done, but also will help your audience, in general.
* Before your presentation, consider whether or not there are any potential psychological or physical safety concerns for your attendees and how you might mitigate those if they arise.
* If visuals are used, have the content prepared in an alternate format (Braille, large print, electronic format, etc.) to accommodate attendees with low vision.
* Microsoft products and other software used to create presentation materials have a built-in accessibility review feature. Be sure to make use of these to audit your materials for any accessibility issues before your presentation.
* Limit the amount of text on each slide. Many people have trouble reading and listening at the same time. You can always share additional information in the form of a handout or slide notes.
* Make text and visuals big enough to be read from the back of the room.
* When using motion or animations, consider whether the motion will make the information easier to understand or harder. Certain types of motion or lighting can be distracting, make people ill, or trigger seizures.
* Describe all relevant visual information on the slides and in the environment. For example, you ask the audience to raise their hands if they have used a product before. Then, describe the visual response, such as how many people raised their hands.
* Use simple language, avoiding jargon, acronyms, and idioms.
* Give people time to process information. Pausing after delivering an important point gives people time to catch up to you and consider what you have just said.
* Make sure attendees can see your face. This helps people better understand what you are saying and to read your lips, if necessary.
* Ensure all relevant sound is audible through the sound system. This is especially important for those with hearing aids.