# Accessible Presentation Practices

## Tips for Presenting:

* If there is a sign language interpreter, please wait for him/her to be in place before beginning your presentation.
* Always face the audience; this is especially helpful for audience members who are speech readers (lip readers).
* Speak at a normal rate, neither too slowly nor too quickly; this is especially helpful for the sign language interpreters.
* All the information on your slides should be part of your spoken presentation. This doesn’t mean you have to read every word of text to the audience, but be certain that all information is addressed.
* Describe all meaningful graphics in your presentation (such as photos, images, charts, graphs, diagrams, and illustrations).
* Use felt tip markers free of scents and solvents and replace caps when not in use.
* Use lasers to point only, and turn them off when not in use. Resist the urge to wiggle the light around the screen (this can be problematic for people with a variety of conditions, including vision disabilities).
* If you are a panelist and are not introduced immediately prior to speaking, introduce yourself. This is helpful for audience members who are blind or have low vision.
* Always use a microphone if one is available. Individuals may have hearing aids or may be using an assistive listening system that cannot pick up your words if you do not use the microphone. This has nothing to do with how loudly you speak or how well you project your voice.
* If you are asked a question by someone not using a microphone, be sure to repeat the question into the microphone.
* Participants with electrical sensitivities may not be able to use or tolerate wireless microphones; you may need to repeat their questions into the microphone.
* Ensure that only one audience member speaks at a time.
* If you ask the entire audience a question, offer several ways to respond, including raising hands, calling out, standing, nodding. This will facilitate participation for those who may not be able to raise hands, speak, or stand.
* Following the response to an audience question, let the audience know the count or estimate, such as “about half responded yes.”
* To ensure access for participants with electrical sensitivities, turn off non-essential computers, projectors, microphones, and other electronic equipment when not in use.

## Tips for Preparing a PowerPoint Presentation:

* Use a sans serif font that is at least 18 point, 22 is preferred.
* Use a light-colored background with dark text.
* Use a plain background without any watermark, photo, or design behind the text.
* Use a PowerPoint theme to structure your presentation, with only short sentences and/or bulleted phrases (about 4 lines of text/40 words per slide).
* Keep it short – as a rule, one slide for every two minutes of speaking time.
* Photographs, images, clip art, graphics, maps, and charts cannot be read by screen readers (assistive technology used by many people with vision disabilities); embed “alt text” or “long descriptions” with images and other graphic elements.

Check out our brief webinar, [Empowering PowerPoint](https://www.adainfo.org/training/empowering-powerpoint-creating-inclusive-presentations) (https://www.adainfo.org/training/empowering-powerpoint-creating-inclusive-presentations),for more information and how-to tips for creating accessible PowerPoint presentations.



[www.ADAinfo.org](http://www.ADAinfo.org)

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