

Tips and Tricks for Accessible Presentations

1. **Speak slowly and clearly** – To help those with disabilities to better understand what is being said as well as allowing sign language interpreters and captioners to keep up with what is being said. Face the audience and not your slides when speaking to enhance engagement and communication.
2. **Explain all acronyms** – Although acronyms are not easily avoided, explain all acronyms, even if they are explained in presentation materials. This can help keep the messaging clear and, as there are those who are more audio learners (or have a vision disability), clearly speaking/explaining acronyms can assist in understanding.
3. **Repeat audience questions and comments** – When taking questions or comments from the audience, repeat the questions and comments clearly. This not only allows the speaker to confirm that they heard the questions/comments correctly, but allows all of those in the audience to know the questions/comments before the speaker responds. If a microphone is being used by the speaker, ensure that the repeated comments/questions are spoken into the microphone. This will also allow interpreters/captioners the ability to clearly share the information.
4. **Verbally explain visuals** – If a PowerPoint or other physical visuals are being used in the presentation, be sure to explain or summarize all visuals. For example, if graphs, texts, videos, et cetera are being presented, summarize or thoroughly explain what is being presented. This is particularly important to those with visual disabilities.
5. **Be mindful of filler words** – Although this advice may be great for any presentations, it can be especially important when keeping accessibility in mind. Filler words such as “uh, um, yeah, sort of, ok, like” can easily throw off any presentation, as it causes listeners to potentially disconnect from the message presented, however, this is particularly true for those watching interpreters or reading from the captioners.
6. **Be mindful of text and color schemes** – With presentations, the text and color schemes can be very important to making sure the information is the most easily understood. Using text with lettering spaced further apart as well as serif texts can make reading the content much easier. Similarly, ensuring dark text on bright backgrounds (and visa versa) that do not clash make reading the content easier.
7. **Ensure handouts are accessible** – If giving handouts, use large-point font for all text, as well as a bold serif text to ensure reading the text is as easy as possible. This includes text for visuals such as graphs. Keep font sizes at least 14pt. Adding the presentations to the NCURA app is a huge plus as it allows greater accessibility.