



Accessible Presentations: A Guide for Congress Presenters

Presenters are encouraged to use some simple strategies for improving accessibility of public talks (outlined below). Accessible presentations help accommodate audience members with disabilities and contribute to the inclusive spirit of Congress 2021.

Be sure to say hello and thank everyone for joining – your time and their time are important and appreciated!

- Speak slowly and clearly, and be sure to look at your camera often to engage with your audience. This is particularly important if there is a sign language interpreter or real time transcriptionist present. When possible, use an external microphone during the presentation.

Repeat audience questions so that the entire audience can hear.

- Observe attendee pronouns within their Zoom name (if included) and respond to any questions or comments using their indicated pronouns (if applicable).

Avoid relying solely on gestures to convey a message, for instance making quotation marks in the air, nodding your head or using visual reference points.

- Ensure that visual aids, such as PowerPoints and overheads, are prepared with a sans serif font that is at least 18pt, and in a high contrast color to the background (e.g., black font on a white background). There should be no more than eight lines of text on each slide.

Be prepared to describe any pictures, diagrams and tables included in your presentation. You can ask the audience at the beginning of your presentation if anyone requires visual description.

When using media clips:

- Ensure they include captioning features for people who are deaf or hard of hearing. Many mp4 recordings have a 'closed captioning' feature that can be turned on to display a running transcription of the audio portion of the video.

Describe key visual elements during natural pauses in conversation for people with vision loss.

- If using virtual handouts, provide them to organizers in advance by the deadline they indicate, so alternative formats for people with vision loss can be produced when requested.

