

Presenter Checklist: Improving Presentation Accessibility

ASHA is committed to providing access to continuing education courses to all participants with disabilities and other diverse learners. Here are a few suggestions for you, as a speaker, to improve how accessible your presentation and materials are.

PowerPoint Presentations

- Use sans serif fonts in 24 pt size or larger
- Limit the amount of text on each slide
- Provide unique titles for all slides
- Include alt text or a separate slide after each picture/graph slide that describes what is seen in the picture/graph.
- Provide captioning for any embedded audio or video
- Consider scripting the presentation to ensure high quality captions
- Ensure there is sufficient contrast between text and background
- Use color palettes that will be accessible to colorblind individuals
- Don't rely on color alone on a slide to convey meaning

Oral Presentation

- Speak directly and clearly into the microphone.
- Do not cover your mouth when speaking
- If present, make sure that sign language interpreters have a copy of your presentation before you begin.
- Describe images and graphics briefly
- Avoid referring to items using words like "this, that, these."