

Accessible Presentations: A Guide for Congress Presenters

Presenters are encouraged to employ some simple strategies for improving accessibility of public talks (outlined below). Accessible presentations will help accommodate audience members with disabilities and will also contribute to the inclusive spirit of Congress 2014.

1. When possible, use a microphone during the presentation and repeat audience questions. Speak slowly, clearly and face the audience. This is particularly important if there is a sign language interpreter or real time transcriptionist present.
2. Ensure visual aids such as PowerPoints and overheads are printed in a sans serif font that is at least 18 pt and in a high contrast color to the background (e.g. black font on a white background). There should be less than 8 lines of text on each slide.
3. 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.
4. If using media clips, ensure they have captioning features for people with hearing impairments. Many DVDs have a 'closed captioning' feature that can be turned on to display a running transcription of the audio portion of the video. Further, be prepared to describe key visual elements of media clips during natural pauses in conversation for people with visual impairments. You can ask the audience at the beginning of your presentation if anyone requires captioning or descriptive narration.
5. If using handouts, be prepared to provide them to organizers in advance so alternative formats for people with visual impairments can be produced if requested. You can also bring your own copies in alternative formats including large print (14 pt sans serif font), Braille, and/or electronic copies.
6. Avoid relying solely on gestures to convey a message, for instance making quotation marks in the air, or using visual reference points (e.g. 'over there').
7. Avoid or reduce the use of scented products while attending your association meeting.