

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 2018.

1. Speak slowly, clearly and face the audience. This is particularly important if there is a sign language interpreter or real time transcriptionist present. When possible, use a microphone during the presentation.
2. Repeat audience questions so that the entire audience can hear.
3. 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').
4. Ensure 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 less than 8 lines of text on each slide.
5. 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.
6. When using media clips:
 - a. Ensure they have captioning features for people who are deaf or hard of hearing. Many DVDs have a 'closed captioning' feature that can be turned on to display a running transcription of the audio portion of the video.
 - b. Describe key visual elements during natural pauses in conversation for people with vision loss. You can ask the audience at the beginning of your presentation if anyone requires captioning or descriptive narration.
7. If using handouts, be prepared to provide them to organizers in advance so alternative formats for people with vision loss can be produced when requested. You can also bring your own copies in alternative formats including large print (14 pt sans serif font), Braille, and/or electronic copies.
8. Avoid or reduce the use of scented products while attending your association meeting.