

How to Make Your Presentation More Accessible

[\(adapted from this document\)](#)

Slide Deck

- ☐ Sans serif font: Arial, Verdana, Tahoma, Helvetica, Century Gothic, Trebuchet, Calibri, Open Sans, Courier, or Computer Modern Unicode
- ☐ 14+ font size
- ☐ High color contrast (change to grayscale to check for legibility)
- ☐ Image Descriptions: If you use images in your slide deck to convey information or add clarity, remember to describe the image as you reference it, for anyone who might not be able to engage with it visually. If you are presenting a chart or graph, you do not need to speak every data point aloud, but briefly describe trends or takeaways from the data.
- ☐ If/when you share a digital file of your slide deck:
 - ☐ Create text-only versions of materials for text reader software
 - ☐ Embed [alt-text](#) in image files

Speaking

- ☐ Practice maintaining a steady speaking pace, and remember that information that is familiar to you will be new for others
- ☐ Define terms as you use them. You can also use a [free readability calculator](#) to help check yourself on the level of your vocabulary. (The Flesch-Kinkaid score corresponds to grade level: 3= 3rd grade; 12 = high school senior, etc.). The two easiest ways to bring your score down are to use simpler words and shorter sentences.

Receiving Feedback about Accessibility

It's important to be non-defensive when receiving feedback. We often reinforce and replicate ableism even when we are trying hard not to. Apologize, and work on finding solutions. Defensiveness creates unnecessary barriers. Sometimes people leave movements or communities, or stop attending events when they're met with defensiveness, so please be receptive to feedback and give thanks for the gift that it is.