

Presenter Guidelines

Please follow the guidelines to improve the accessibility of your presentation and shared resources.

Fonts and Colour

1. Use simple fonts like Sans Serif, Calibri, Arial, Verdana, and Times New Roman
2. Ensure significant colour contrast between text and backgrounds
3. Use more than colour to communicate information
4. When possible avoid these colour combinations green/red, green/brown, blue/purple, green/blue, light green/yellow, blue/grey, green/grey, green/black; test with the [Contrast Checker](#)

Slide Design

1. Minimise text on slide to prevent overcrowding
2. Outline session content in an introductory slide so the audience knows what to expect
3. Use large, simple charts and tables

Images and Video

1. Use SVG file for images
2. Images need to be high resolution
3. All videos **must** be captioned
4. Avoid flashing content and excessive animations
5. All images must to include [alt.text](#)

Delivery

1. Do not speak too fast
2. Give attendees time to process information by pausing between topics and after you ask for questions
3. Use a headset for higher quality audio
4. Explain charts and tables verbally; do not just reference them
5. Any group work should be written out and displayed during work time so audience can refer back to it

Content

1. Share presentation materials in advance with participants
 - a. instructions on where to upload your files will be provided
2. Use plain text; spell out acronyms and avoid or define technical terms, jargon, and idioms
3. Save documents as .docx format to preserve accessibility features. Other formats by Microsoft Word (RTF, DOC, TXT, and ODF) may not be accessible.
4. Image based PDFs are inaccessible.
5. Check your document for accessibility. [Microsoft Suite](#), [PDF](#), [Google Docs add-on](#)

Questions

Contact Brynn Elliott, Accessibility Manager, community@carpentries.org