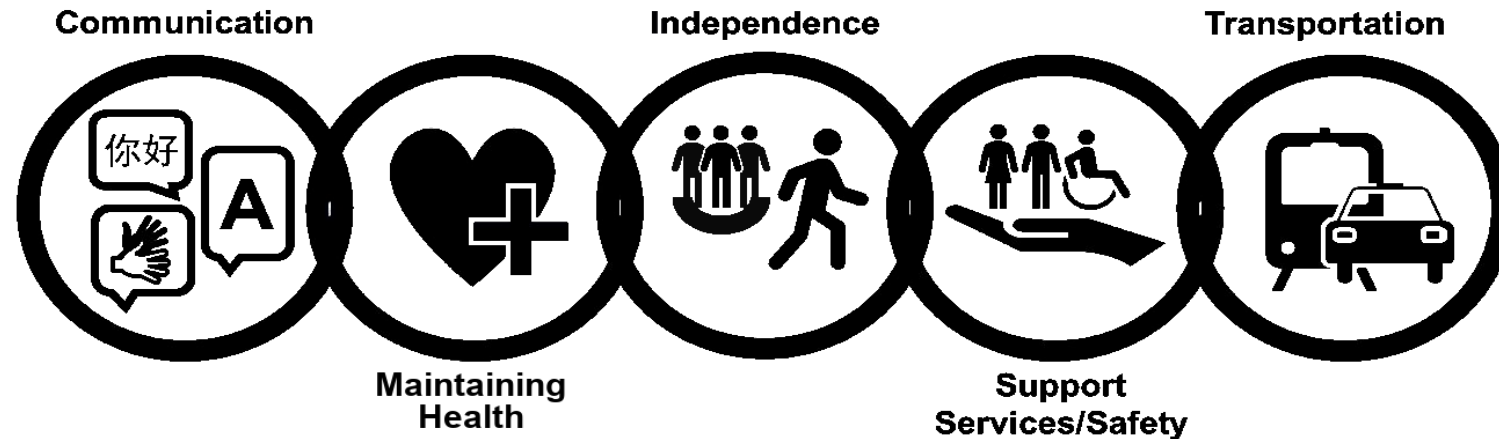


Accessible Presentation Toolkit



Speaker/Presenter Information, tips and best practices for successful Whole Community Inclusion Presentation

Colorado Division of Homeland Security and Emergency Management
Access & Functional Needs Program last updated September 2024

Presentation Information

1. Planning Section (Slides 3-27)
2. Participants Resources (Slides 28-33)
3. Speaker's instructions (Slides 34-40)

Presentation Information

1. Planning Section

- ❑ Planning Your Session
 - ❑ Inclusive Meeting/Conference Practices Sample
- ❑ General Presentation Expectations
- ❑ Presentation Format
- ❑ Presentation Formatting and Best Practices
 - ❑ Graphic Design and Layout Considerations
 - ❑ Slide/PowerPoint Best Practices

Planning Your Session

- Inclusive Conference/Meeting Practices Samples
 - Practicing inclusion is worth the time it may take, even if it delays other objectives.
 - Please exist in this space in ways that are most comfortable for you. You can stand up, sit down, lay down, stretch, walk around, leave the room, stim, use your electronics as needed. Feel free to have your video on or off, and to speak as much or as little as you like. Understand that everyone exists in spaces in different ways, and how someone can best engage and listen might look different than how you do.
 - [Participation Best Practices.pdf](#)

General Presentation Expectations

Presentations shall:

- ❑ Reflect innovation and “**ALL IN** = whole community” thinking
- ❑ Stimulate and provoke discussions
- ❑ Deliver best practices using different types of learning for people of varied backgrounds and experiences
- ❑ Present evidence-based material, supported by research
- ❑ Adult learning styles
- ❑ Be mindful of language you are using and who may be in your audience e.g. humor, images, and labels

Planning Your Session

- ❑ Make sessions interactive, inclusive, and accessible - avoid straight lectures



Planning Your Session

- ❑ Encourage attendee interaction



Planning Your Session

- ❑ Use practical, actionable applications



Planning Your Session

- ❑ Consider live polling tools, breakout groups or simulations



Planning Your Session

- ❑ Use of games or quizzes encourage audience participation and engagement



Presentation Format

- ❑ Clearly define the presentation format and strategy, especially when using a co-presenter or panel
- ❑ Find tools to **engage** the audience



Presentation Format

- ❑ Have a **moderator** for panel discussions
- ❑ **Set times** for individual speakers and keep to those times
- ❑ Time the overall presentation to allow for **Q&A**



Presentation Formatting and Best Practices

- Graphic Design and Layout Considerations
- Slide/PowerPoint Best Practices
- How to do ALT text



Graphic Design and Layout Considerations

- ❑ Text limited to 50% of the page



Graphic Design and Layout Considerations

Use Sans Serif for titles and headers

- ✓ Arial,
- ✓ Calibri,
- ✓ Century Gothic,
- ✓ Tahoma,
- ✓ Helvetica.

Avoid Serif Fonts (i.e. Times New Roman.)

I am sans.

I am serif.

Graphic Design and Layout Considerations

- ❑ Large print minimum 18 point font.
- ❑ PowerPoint minimum 20 point font

18 20 24 28 32 40 48 54 60

Graphic Design and Layout Considerations Continued

- ❑ **Emphasizing** key points- eliminating unnecessary fillers
- ❑ 30-50 characters per line
- ❑ Color to **create interest** and **draw attention**



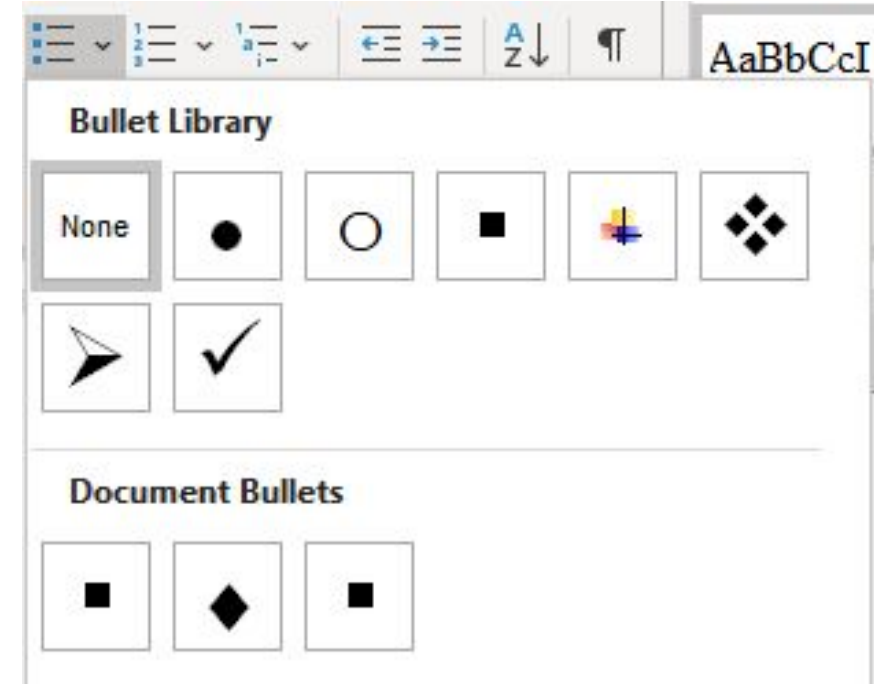
Graphic Design and Layout Considerations Continued

- ❑ Headings, simple, clear and near their text

The Heading

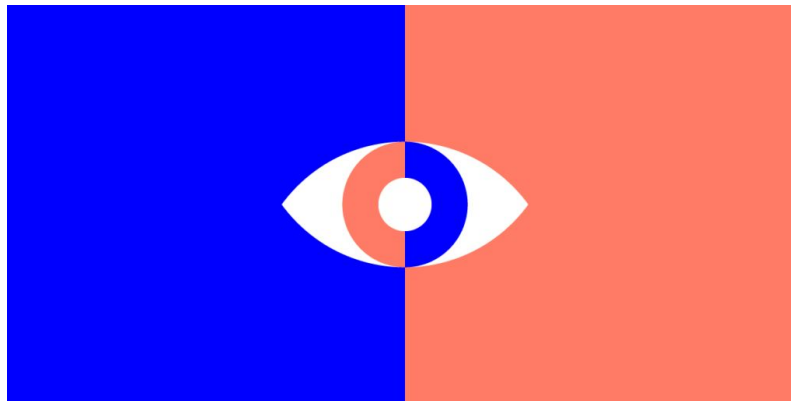
Subheadings

- Bullets
- bullets

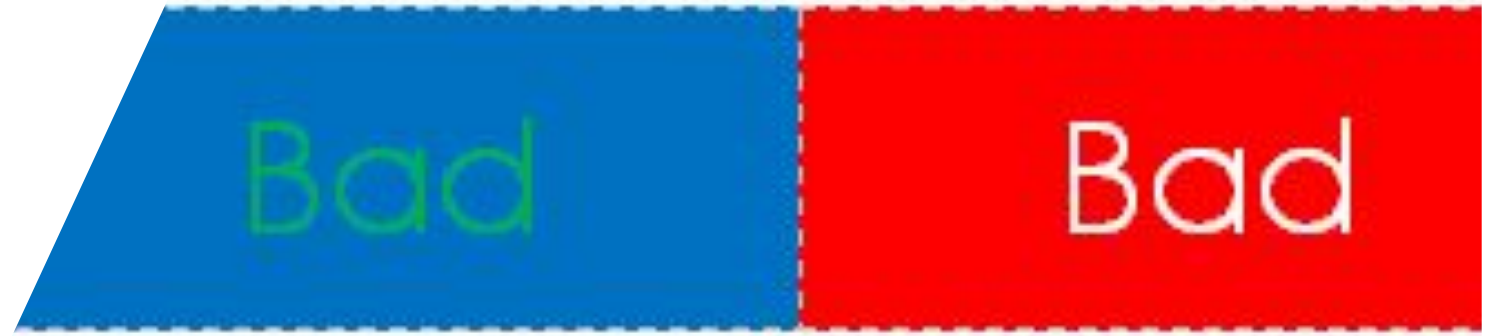


Color Contrast

- ❑ Provide contrast when it comes to text, especially when it is over an image.
- ❑ You want to make sure that there is light vs. dark contrast.
- ❑ Use [WebAIM](#) to test the color and see if it is passing the accessibility requirements.



Color Contrast



Slide/PowerPoint Best Practices

- ❑ Keep slide number to a minimum; use HALF the number of slides as minutes
40 minute presentation = 20 slides
- ❑ **Paraphrase/describe** what is on your slide
- ❑ Avoid certain language
“as you can **all** see/read...”
some people may **NOT** be able to
SEE or READ it.



Slide/PowerPoint Best Practices

- ❑ Limit the use animations and transitions, as they are often distracting, or difficult to see.



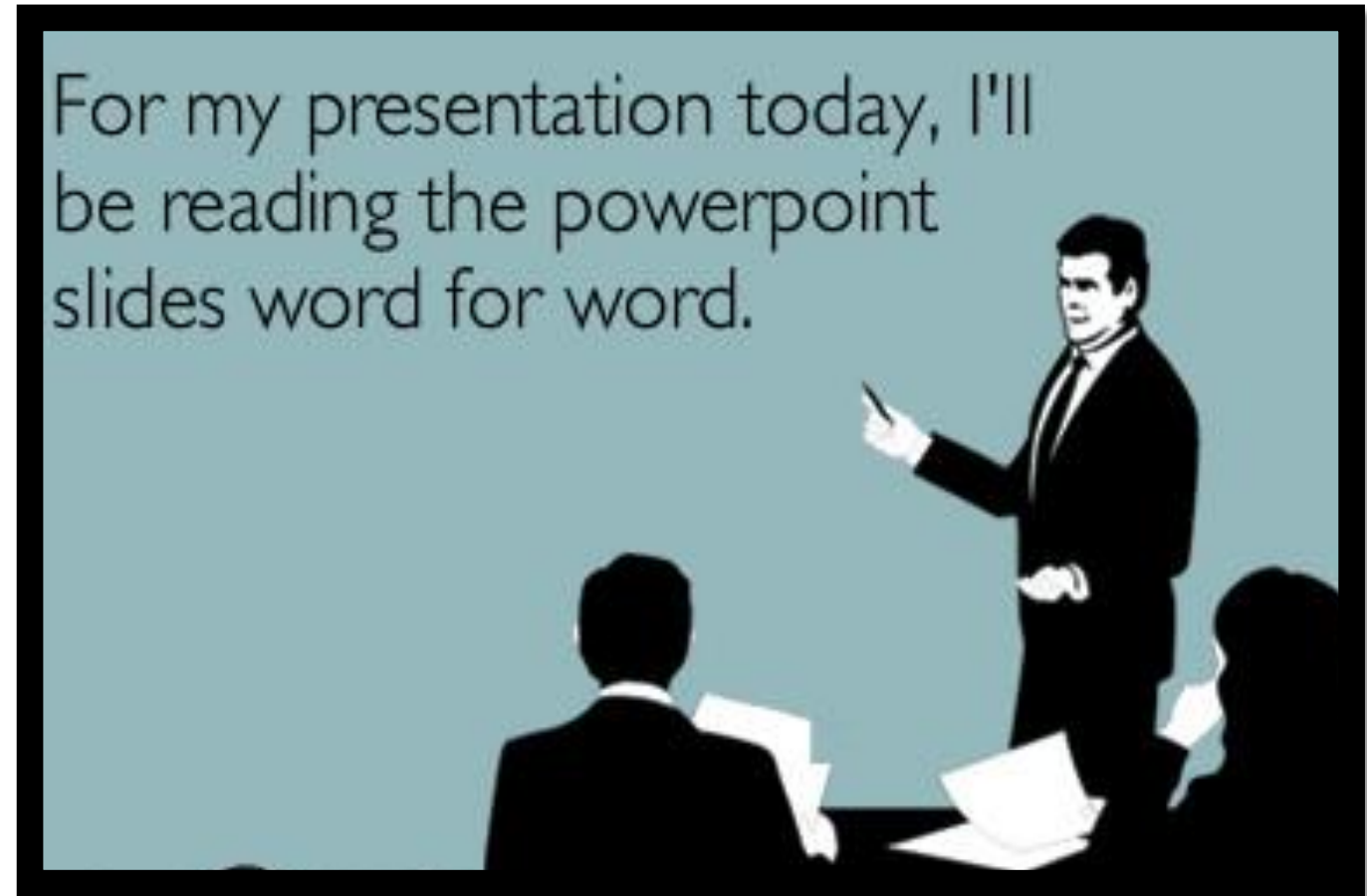
Slide/PowerPoint Best Practices cont.

- ❑ Keep text to a minimum - 6 lines or less.
- ❑ Use 44-pt font for headings and 32-pt font the body.



Slide/PowerPoint Best Practices cont.

- ❑ Describe the content of slides with photographs, graphs or other images.
- ❑ Add text to images, if the presentation will be viewed digitally.
- ❑ If video is used, make sure it is captioned.



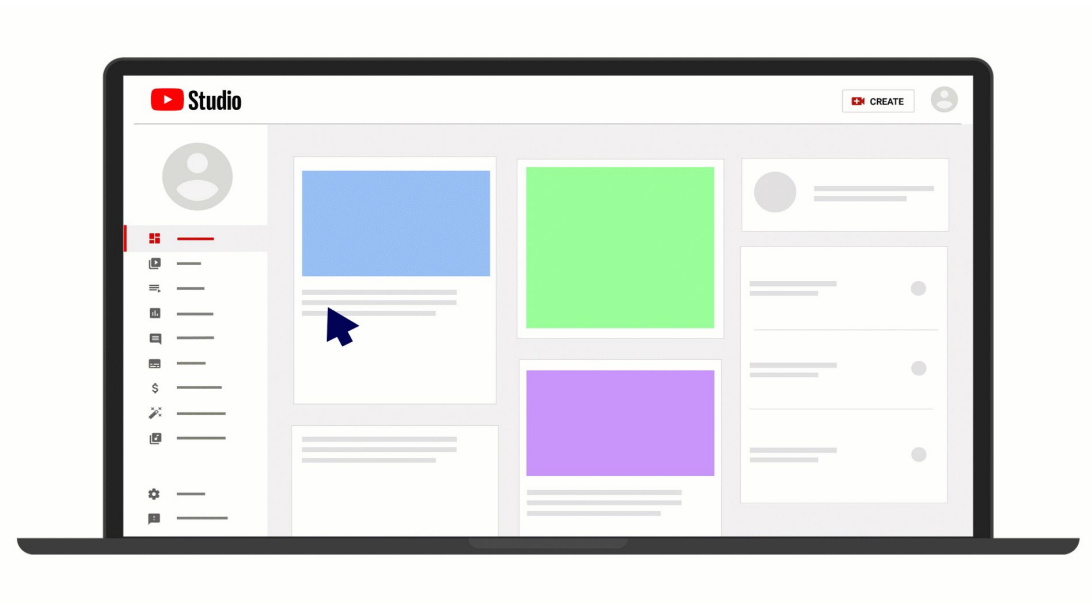
Videos: Include Captioning

- ❑ No matter where posted, videos should contain captioning/subtitles
- ❑ Captioning enables deaf or hard of hearing to understand content



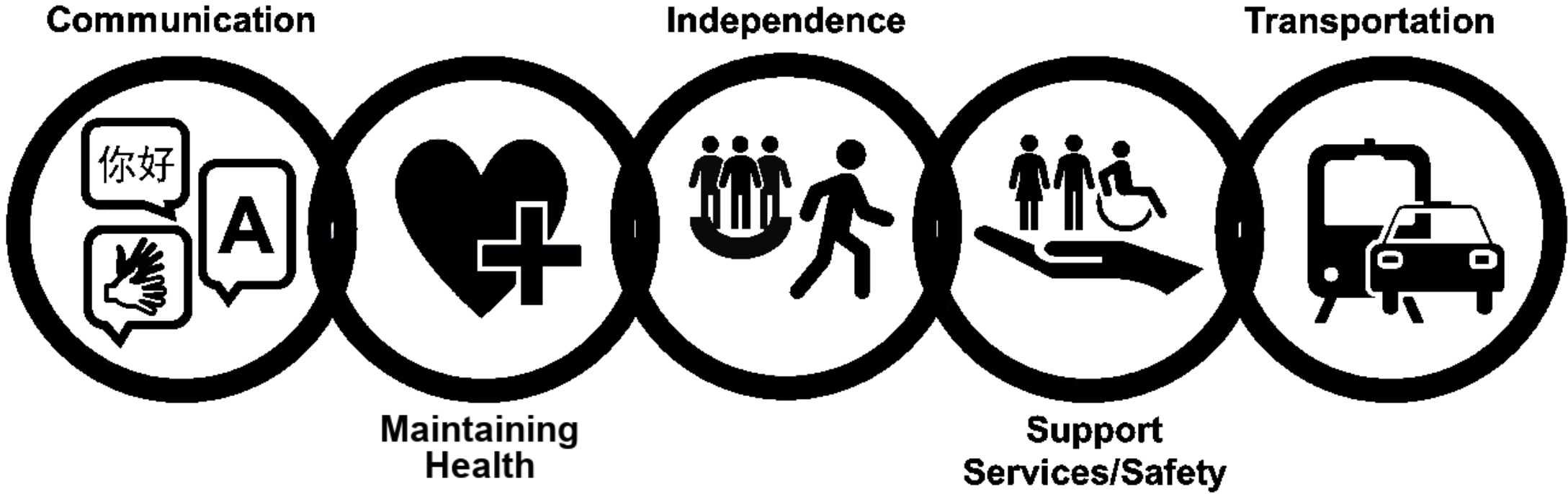
Videos: Open and Closed Captioning

- = Open Captioning is always visible
- = Closed captioning can be turned on or off



How to do ALT text

ALT TEXT: (Example) Infographic of CMIST rings Communication, Maintaining Health, Independence, Support Services, Safety and Transportation



Presentation Information

2. Participants' Resources

- For ALL sessions (in person & Hybrid)
- When Providing Handouts
- Recording Sessions

For ALL Sessions (In Person & Hybrid):

- ❑ Use the microphone provided
- ❑ Be sure your microphone is **ON**
- ❑ Be sure **you can be heard** in all parts of the room
- ❑ **Verbally describe** any images, icons, visual aids, slide or whiteboard.
- ❑ Use captioning - Voice Recognition Captioning on **all virtual meeting room technology** in multiple languages.



When Providing Handouts

- ❑ Make sure handouts are available in multiple formats
- ❑ Bring a few in **large print**
- ❑ For guidance on accessible print material, visit
 - ❑ [Accessible Print Materials](#) from Mass.gov



When Recording Sessions

- ❑ Sessions may be **recorded/live-streamed**.
- ❑ Consider signing an agreement which gives permission to record and use the session in the future.
- ❑ For recorded/live-streamed sessions:
 - ❑ Use captioning.
 - ❑ Voice Recognition Captioning is available on all virtual meeting room technology in multiple languages.

Recorded Sessions cont.

- ❑ Avoid **side conversations** if your microphone is ON
- ❑ To avoid **audio feedback** stand away from projectors or overhead speakers
- ❑ Understand how **movement** around the room may **impact** camera recording, lighting, glare or shadows



Recorded Sessions cont.

- ❑ Repeat audience questions so they can be captured in the recording
 - ❑ Audience should use **microphone** to ask questions
 - ❑ Use “**Thank you for your question**” vs “That is a really great question”
 - ❑ Acknowledge and **engage remote audiences** if session is live-streamed



Presentation Information

3. Speaker's instructions

- Be Prepared!
- Upon Arrival to the Venue

Be Prepared!

- ❑ Make sure you allow enough time for Questions and Answers
- ❑ Repeat questions from attendees if a microphone is not being used so that everyone knows what the question is
- ❑ Bring a backup copy of your presentation on a thumb/flash drive, including any video clips
- ❑ Load and test your presentation and equipment prior to the session

Upon Arrival to the Venue

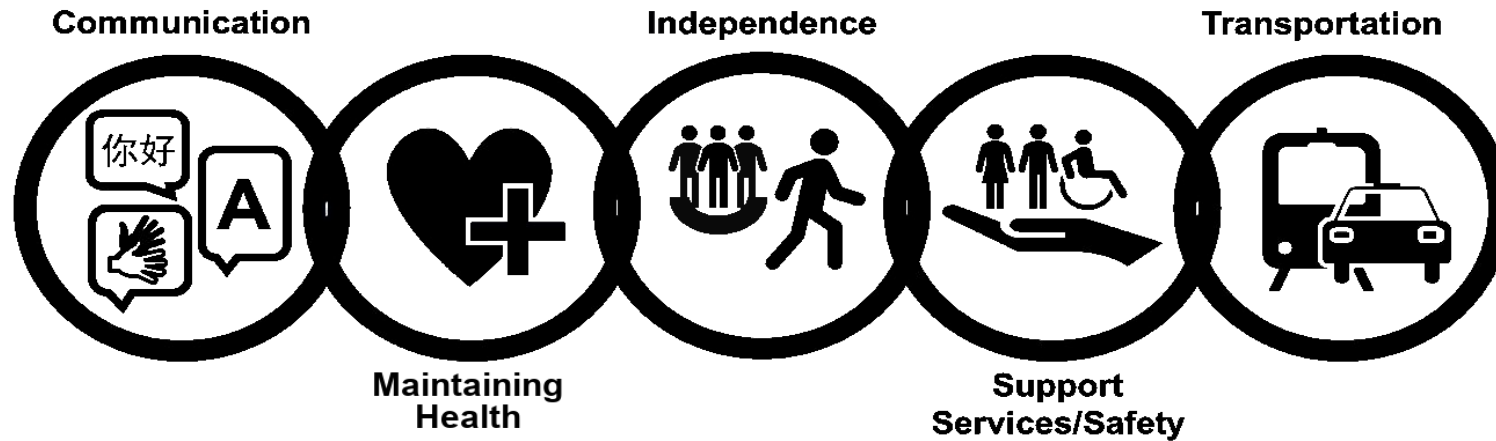
Upon arrival,

- ❑ Presenters check in at the Speaker Registration Desk with
 - ❑ [POC] or call [PHONE NUMBER].
 - ❑ Get alternative directions/information as necessary

Slide Set Up Samples

Slides 37-40

[Conference/meeting title]



[Subtitle information]

----GOAL----

[Conference/meeting title] Goal
[Use these or write your own]

Create safer and more resilient Whole Communities by:

- Use of Inclusive Planning that has a “Plan-With” approach
- Supporting partnership with state and local emergency managers and stakeholders
- Finding methods to identify resource needs of individuals with access and functional needs before, during and after disasters

---OBJECTIVE---

[Conference/meeting title] Objectives

[Use these or write your own]

Attendees of the conference/meeting will increase their knowledge base with presentations that:

- Provide current, researched and practical information
- Promote learning and skill development for whole community planning
- Incorporate CMIST resource principles into emergency planning
- Provide potential solutions and strategies that challenge the emergency management life cycle

Resources for Further Training or Information

Training

Training Links:

- [How-tos for the Must-dos for Accessible Documents Trainings](#)
- [Sect 508 Training webpage from the GSA](#)
- [Microsoft Accessibility Training Essentials](#)
- [ADA Compliance for Online Course Design](#)
- [DOJ Office of Civil Rights Short Webinar on Online Education and Website Accessibility](#)

Guides

Guides Links:

- [Making Templates Accessible](#)
- [DHSEM: Good and Promising Practices Toolkit, Section 508 and Section 504](#)

Resources

- [Access and Functional Needs Video: What is Access and Functional Needs and Why Is It Important?](#)
- [Inclusive Meeting Practice Reminders.pdf](#)
- [DHSEM Whole Community Inclusion Services Program Flyer](#)
 - [Spanish DHSEM Whole Community Inclusion Services Program Flyer](#)
- [Have You Ever CMIST Resource](#)
 - [Access and Functional Needs Video: What is Access and Functional Needs and Why Is It Important?](#) 20 min video
- Using QR Codes > A quick search showed these resources:
 - [Accessibility and QR Codes](#)
 - [Accessible QR Codes - The Ultimate Guide](#) (from Sweden May 16, 2024)
 - [Are QR Codes Accessible for People with Disabilities?](#) (May 17, 2023)

Presentation Information Acknowledgement

This presentation guide has been created by Sadie Martinez

- Please contact her at Sadie.Martinez@state.co.us for more information, or to provide input or suggestions.

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- [CMIST By June Isaacson Kailes Disability Policy](#)
- Nancy Brown, PhD
- IAEM Accessibility and Whole Community Inclusion Caucus
- CalOES Office of Access and Functional Needs
- Colorado Division of Homeland Security Access and Functional Needs Program