Oklahoma Library Association
Presentation Accessibility Guidelines

These guidelines outline best practices for presenters to ensure the inclusion of all attendees at OLA conferences, workshops, meetings, and other events.

General

- Be open to diversity in your audience and accommodating of accessibility issues. Be aware that audience members might not be able to see, hear, move, or speak well or at all, as well as understand information presented in some ways.

- Plan inclusive activities and be considerate of potential accessibility issues. For example, answering questions, conversing in a loud room, and movement can be challenges for some participants.

- Use multiple communication and learning styles. Use a mix of verbal, visual, and text elements in your presentation to best meet the needs of all learners.

Presentation Materials

- On slides, videos, posters, and non-electronic material, make text and visuals big enough to be seen, even in the back of the room.

- Use simple, clear fonts with consistent thickness. Use sufficient contrast between font and background colors. Bold, dark text on a light background is recommended.

- Caption any audio used in your presentation. Many web video services provide captioning options on video content. Provide text of audio recording.

- Provide slides, handouts, and other material to event organizers ahead of time. Word processing formats best (Word Document, Google Docs, etc.).

Speaking

- Speak slowly and clearly. Use simple language, avoiding acronyms and jargon.

- Pause between topics. Ask for questions and give audience members time to process information.

- Face the audience, allowing them to see your face as you speak. Avoid turning away from the audience.

- If a microphone is provided, all presenters are required to use it. Do not ask the audience if they can hear you without it -- some may be uncomfortable saying they cannot.

- Describe pertinent parts of graphics, videos, and other visuals to help audience members understand the presentation. Describe other visual information. For example, the speaker asks for a show of hands on a topic, then states, "about half the audience raised their hands."

- Work with interpreters or translators as needed. Provide content to interpreters and translators ahead of time if requested.