In this Webinar:

1. Purpose
2. General Guidelines
3. Presentation Materials
   a. Format
   b. Fonts & Text
   c. Images
   d. Videos
4. Speaking Guidelines
5. Q&A
6. Resources
These guidelines outline best practices for presenters to ensure the inclusion of all attendees at OLA conferences, workshops, meetings, and other events.
General Guidelines
General Guidelines

● Be open to diversity in your audience and accommodating of accessibility issues.
● Plan inclusive activities and be considerate of potential accessibility issues.
● Use multiple communication and learning styles.
Presentation Materials
Format

- Give files a clear, descriptive name
- Share presentation materials with participants ahead of time if possible
- Offer multiple file formats for flexibility
- Format documents and presentations to support use of assistive devices
Format: Accessibility Settings

Google Slides
In PowerPoint, find Accessibility settings under the VIEW tab.

Click the CHECK ACCESSIBILITY button to view a full inspection.

Results appear in a sidebar.

Change the language settings to English to support use of screen readers.
Fonts & Text: Style

Do:

- Use a link shortener to share links, such as tinyurl, bit.ly
- Use consistent thickness
- Use a clear hierarchy of font sizes to show titles, headings, and body text

Don’t:

- Use font smaller than 20 point
- Use decorative fonts
- Use more than 1-2 font styles throughout presentation
Fonts & Text: Color

Have sufficient contrast between fonts and backgrounds.
Thick, dark text on a light background is recommended.

Very light text on a dark background is also accessible.

Do not use bright or busy backgrounds.

Do not use low-contrast color combinations.

Do not use color to show meaning.
Standardizing structure helps both people and assistive devices understand content.

- **Main Idea 1**
  - Supporting Idea 1
    - Detail 1
    - Detail 2
  - Supporting Idea 2

- **Main Idea 2**
  - Supporting Idea 3
  - Supporting Idea 4
    - Detail 3
    - Detail 4

- **Main Idea 3**
Images

- Choose relevant, static images that add to the message
- Make visuals big enough to be seen
- Describe relevant visual details aloud to the audience
Inaccessible Chart

Accessible Chart

https://accessibility.psu.edu/images/charts
Images: Adding Alternative text

**Power Point**

- Cut
- Copy
- Paste Options:
  - Change Picture
  - Group
  - Bring to Front
  - Send to Back
  - Link
  - Save as Picture...
- Edit Alt Text...
- Size and Position...
- Format Picture...
- New Comment

**Google Slides**

- Copy
- Paste
- Paste without formatting
  - Delete
  - Alt text
- Order
- Rotate
- Center on page
- Comment
  - Ctrl+Alt+M
Video & Captioning

- Caption any audio used in your presentation
- Confirm captions are readable
- Provide text of audio recording
- Provide an introduction or audio description for visual content
Speaking Guidelines
Speaking Guidelines

- 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.
Speaking Guidelines

● 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.
Speaking Guidelines

● Describe pertinent parts of graphics, videos, and other visuals to help audience members understand the presentation.

● Work with interpreters or translators as needed.
Speaking Guidelines: Questions

- Continue to use the microphone during Q&A
- Consider responding to questions throughout the presentation rather than at the end
- Allow for written or typed audience questions
- Offer participants a way to follow up with questions
Questions? Reach out!

@oklibs – #olaPAG
program@oklibs.org
Or email your event organizer
Resources

- OLA Presentation Accessibility Guidelines
- W3CGuidelines Web Accessibility
- PLA 2019 Creating Accessible Presentations Webinar
- Tutorial: How to Turn on Subtitles on Youtube
- OLA Standard Presentation Template
- CADET: (free!) Caption and Description Editing Tool
- Penn State Accessibility Site
Questions & Answers