



## Tips to Make Your Virtual Presentations Accessible

- Choose fonts that are easy to read (sans-serif fonts, like Arial, Verdana, Calibri, etc.) and make sure text is large (minimum 14 pt) and has good color contrast. Use Webaim's [color contrast](#) checker to check exact shade combinations.
- Ensure your slides are uncluttered and consider using images to help explain concepts. · Include alternative text and image descriptions on all images.
- Be sure to describe images verbally, especially when using charts and graphs that may be more difficult to read.
- Any supplementary video materials should include captioning whenever possible. · Do not use flashing or strobing animations in a presentation or other materials. If using a presentation software that includes motion (like Prezi), be sure to inform viewers ahead of time.
- Use a headset whenever possible to improve audio quality and reduce background noise. · Make sure your face is well-lit and can be clearly seen.
- In a discussion setting, speakers should say their name every time they speak, so captioners and attendees know who is talking.
- Be inclusive of all attendees by avoiding jargon, slang, and assumed knowledge.

## Accessibility Tips from Microsoft

- [Accessibility Checker](#)
- [Create Accessible PDFs: Excel, PowerPoint, Publisher, Visio, or Word](#)
- [Accessible PowerPoint Presentations](#)

<https://www.w3.org/WAI/teach-advocate/accessible-presentations/#basics-for-organizers--speakers>