Accessible presentations: a guide for Congress presenters

Presenters are encouraged to use some simple strategies for improving accessibility of public talks (outlined below). Accessible presentations help accommodate according to a person's unique needs and contribute to the inclusive spirit of Congress 2022.

Be sure to say hello and thank everyone for joining – your time and their time are important and appreciated!
Speak slowly and clearly, and be sure to look at your camera often to engage with your audience. This is particularly important if there is a sign language interpreter or real time captioner present. It is highly encouraged to use an external microphone during the presentation.

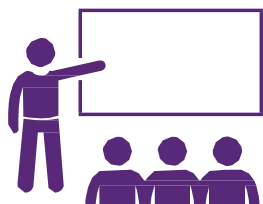**Repeat audience questions so that the entire audience can hear.**
Observe attendee pronouns within their Zoom name (if included) and respond to any questions or comments using their indicated pronouns (if applicable).

Pronoun Chart*

she	her	hers
he	him	his
they	them	theirs
ze	zir	zirs
hir	hirs	hir
xe	xem	xyrs

*Pronoun list may not be exhaustive

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Avoid relying solely on physical gestures to convey a message, for instance: making quotation marks in the air, nodding your head, or using visual reference points.

- Ensure that visual aids, such as PowerPoints, are prepared with a sans serif font that is at least 18pt, and in a high contrast colour to the background slides (e.g., black font on a white background). There should be no more than eight lines of text on each slide.

- If there are links or hyperlinked content in your visual aids, ensure that you also include these in the Zoom chat. Participants cannot click on your presentation when you are sharing it virtually!

Be prepared to describe any pictures, diagrams and tables included in your presentation. You can ask the audience at the beginning of your presentation if anyone requires visual description.

When using media clips:

- Ensure they include captioning features for people who are deaf or hearing impaired. Many mp4 recordings have a 'closed captioning' feature that can be turned on to display a running transcription of the audio portion of the video.

Describe key visual elements during natural pauses in conversation for people with vision impairments.

- If using virtual handouts, provide them to organizers in advance by the deadline they indicate, so alternative formats for people with vision impairments can be produced when requested.

- Be sure to include alternative text for pictures, diagrams and tables in your virtual handouts.