

DisAbility Section Accessibility Policies and Procedure For Handouts and Presentations

Slide Presentations (See Template)

To provide equal access to the information relayed by slide presentations for all attendees, those giving oral presentations should:

- Use the Accessible PowerPoint Template developed by the DisAbility Section Accessibility Committee
- Describe the content of graphic slides orally during their presentation
- Presenters should ensure that presentations posted on the web or sent by e-mail have sufficient text descriptions of graphs and tables used in the presentation. These descriptions will improve access to graphic slide contents when Powerpoint presentations are made available on the web after the presentation
- Extensive instructions for describing various types of graphic slides are available at <http://www.w3.org/2000/08/nba-manual/Overview.html>
- Adhere to the following standards to ensure that slides are visually accessible to as many audience members as possible:
 - Use the Powerpoint default font of 44-point bold font for headings
 - Use 32-point font or higher for bullets (36 pt. is best)
 - Include no more than 6 lines of text on each slide

Presentation Handouts

If used, handouts must be available in forms that are both accessible for all participants and manageable for presenters, who may have difficulty transporting many bulky materials. Presenters should bring 2 disk or CD copies of materials and handouts to provide universal access to participants, or distribute handouts to participants after the presentation via the web or by email. If presenters choose to bring large print handouts, these handouts should contain one slide per page or a minimum of 18 point font) to meet the needs of persons with visual impairments who do not use electronic documents.

*Note: These recommendations have been adapted from guidelines developed by the U. S. Department of Health and Human Services and by organizations dedicated to promoting equal access to all individuals with disabilities.