Making Your Presentation Accessible

Multnomah County values equity, diversity, and inclusion. We believe that when the most impacted are planned for, all attendees benefit. The following guidelines are for presenters to include accessibility practices into their anti-oppressive practices.

To Begin

Take a deep breath! We know this can be daunting. We also know there is no single format or activity that will always work for everyone. The goal is to create materials and processes that work for as many people as possible. For the remaining few whose needs are not met, we will provide accommodation.

Planning Ahead

Expect to have all presentation materials ready **at least one week** in advance for an accessibility review and to be provided to attendees electronically.

Plan to send all materials in electronic format to your attendees at least two business days prior to the event. If you cannot send ahead of time, send afterward.

WCAG Guidelines

There are numerous assistive technologies that allow folks to access materials. To ensure these technologies work, electronic materials must be designed with accessibility in mind.

Follow the Web Content Accessibility Guidelines 2.1 (WCAG, pronounced “Wuh-cag”) for all materials. WCAG guidelines include the following practices:

Design materials as simply as possible

- Single-column text
- Utilize plain language techniques
    - Use Hemingway Editor to keep reading level appropriate
        - Grade 8-9 for internal documents
        - Grade 6 for most public documents
- Use bulleted lists when possible
- Use white space
- Avoid tables when possible
- Use headings and subheadings to break up information
- Titles and headings should stand out
    - Larger or bold
- Use sans serif fonts
- Avoid: ALL CAPS, italics, and center aligned text
- Stay in “light mode” (dark text on a light background)

Printed documents

- Use 14-point font (never less than 12-point)
- Large print documents should use an 18-point font

Electronic documents

- Font size 12-14 point (folks can zoom in or adjust as needed)
- File types:
    - Web page is most accessible
    - PDF is next, but must be made accessible
    - Do not use a Word document unless specifically requested in an accommodation (not everyone has access to Word).
    - Google documents may be accessed by employees, but external users will need a Google account
    - Make sure your Google Document is accessible
- Underline hyperlinks and make them a different color
    - Use meaningful link text instead of “click here” or “more” so a screen reader user understands where the link is going

Presentation slides

- Each slide should have a designated, unique, title
- Ensure alternative text is used to describe all images, visuals, tables or graphs
    - Avoid using images with text
- Avoid using font sizes below 22pt (this includes on tables and graphs)
- Don't be afraid of white space-- busy slides can be overstimulating.
- Choose colors with adequate color contrast. Use a color contrast checker
- Avoid using color as the only way to convey information
- Be prepared to verbally describe the visual elements of each slide and read aloud all written content

Activities

Ensure all activities are accessible to people with mobility issues, hearing loss, and low/no vision. For example: consider how a blind person would participate in an activity that involves writing on poster board, or how a screen reader user can access virtual content like mural boards.

Videos

- Ensure captions are available
- Ensure adequate amplification
- Practice technology ahead of time
- Consider how a person with low/no vision might access the video
    - Create a summary or synopsis of the visual elements and provide electronically ahead of time
    - Explore options to describe visual elements