

Preparing and Delivering Accessible and Inclusive Presentations

Please always be an accessibility/inclusion advocate whether you are a presenter or a session organizer/moderator.

- Be aware
- Be intentional
- Be flexible/adaptable

Planning your Presentation:

- Include your notes into the power point slides or presentation. This will allow those who view the presentation at a later date to understand your message.
- Include slide numbers for reference.
- On each slide, balance text and images.
- Keep text between 32 and 36-point font
- Always have high contrast between colors (e.g. background and text)
- Avoid 'busy' slide backgrounds
- For Maps, charts, and graph labels use 20-point or larger font. Include the description of the image, chart, or graph.
- Consider adding alternative text to charts, graphics, or photos for the same reason above. ([Microsoft directions for adding alternative text](#))
- If your presentation includes a video, it *should be captioned*.
- For more information [Towards a More Accessible and Inclusive Presentation](#) *American Alliance of Museums* (<https://www.aam-us.org/>)

When Presenting:

- Speakers/presenters should *ALWAYS* use the microphone. Never assume that everyone can hear you even when projecting.
- Engage your audience and do not ask/expect them to read the slide.
- Briefly describe any slide images for those that may be seated in the back or who may have low vision or be blind ([Guidelines for Verbal Descriptions](#)).
- The Association will let you know if a session attendee will use assisted listening technology. If so, a volunteer will familiarize you with this technology.
- The Association will inform you if there will be an American Sign Language (ASL) interpreter for your session. Be mindful of working effectively with interpreters ([Working with Interpreters](#)).
- If needed, the Association will ensure accessible seating (e.g., space) closer to the front of the presentation space.

For more information contact the your Program Selection Committee contact or Maura Nelson, Accessibility Coordinator, Unites States Botanic Garden, mnelson@ao.gov