



Preparing Your Conference Presentation Recording for Accessibility

AMTA is committed to making the 2021 AMTA Virtual Conference as accessible as possible, while recognizing that access needs are individually-based and ever-changing.

We encourage ALL presenters to thoroughly review these resource links to support accessible presentations:

- How to Make your Presentation Accessible to all:
<https://www.w3.org/WAI/teach-advocate/accessible-presentations/>
- Seven Core Skills to improve accessibility of online content:
<https://accessibility.umn.edu/what-you-can-do/start-7-core-skills>
- YouTube Video with Tips for Preparing an Accessible Presentations:
<https://www.youtube.com/watch?v=L9TxhGv91kc>
- Contrast Checker to ensure optimal color scheme for your presentation:
<https://webaim.org/resources/contrastchecker/>

Recommendations for Accessible-Friendly Presentations

1. Choose appropriate color schemes
 - Use high contrast themes that work in dim and bright rooms
 - Ensure slides are discernable for color blind users; see this link for considerations: “5 tips on designing color blind-friendly visualizations”
<https://www.tableau.com/about/blog/examining-data-viz-rules-dont-use-red-green-together>
2. Use more than color to communicate information
 - Color coding may not be understood by people who are blind or color blind
 - In addition to verbal emphasis, use bold, italic, underline, asterisks, or graphic fills (lines vs. dots, for example) etc., to indicate differences and convey emphasis
3. Keep text brief
 - Speak every word written on presentation slides
 - Avoid putting excessive text on a single slide; if you can't read it while the slide is showing, it may be too much to take in
 - Read long excerpts aloud
 - Use large, easily readable fonts
 - Prepare clean, uncluttered slides
4. Make graphics simple – provide a text equivalent for integral graphics, but not for graphics that are only meant as decoration



5. Verbally describe images, especially if they are integral to the concept
 - Avoid using a pointer, or describe what you are pointing at for those who may not be able to easily see the pointer
 - Give simple descriptions of images to allow your audience to follow the presentation if they cannot see the visuals. A good image description draws audience attention to the most relevant portion of the image and allows the audience to quickly understand why the image is significant.
 - Provide a verbal description of all visual information that pertains to the presentation, including graphics, videos, physical gestures, or participation from audience members. (For example, if you ask participants to “Please use the raise hand function to indicate if you make your presentations accessible,” summarize the response with “About 10 out of 15 people used the raise hand function and answered in the affirmative.”)
6. Avoid using animations unless they include a detailed audio description
7. Verbally describe and caption videos; or provide subtitles in your video
8. Speaking
 - Speak clearly and avoid speaking too fast: if a speaker is prone to speaking quickly, the audience may have a difficult time understanding or following along, it may be helpful to have the words on a slide or available in speaker notes/handouts.
 - Face the audience: people can hear you better and will be more engaged; people who are deaf or hard of hearing may be able to support understanding with lip reading
 - Use understandable terms: avoid slang or colloquialisms
 - Understand your audience and their expected knowledge base; define terms they may not know
9. Prepare your recording environment
 - Ensure adequate lighting
 - Use simple colors in your video background; avoid distracting backgrounds with patterned colors or many items
 - Ensure adequate sound, utilizing a microphone and headphones if necessary
 - Allow audience members to see your face when you talk; avoid turning away from the screen while you are speaking
10. Questions
 - Always repeat audience questions and comments into the microphone before responding
 - A moderator should repeat the question into the microphone before the panelist answers
11. Make slides or handouts available
 - Ideally, *before* your presentation
 - Use a large, easily readable font in all handouts