Accessible Presentations

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Your host

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- Job title: Educational Developer and Digital Learning specialist

Experience:
- Educational developer since March 2020
- 15+ years in university teaching
- Registered Kinesiologist (retired 2021)
Thank-you

• Jean-Pascal Beaudoin, for sharing and mentoring
• Amy Johnston, for the invitation today
• TLSS for their support
• UOHI for the warm welcome
Webinar outcomes

When you prepare for your next presentation, you will:

- Include strategies and tools to increase the accessibility of your presentations
- Leverage the Check Accessibility tool in PowerPoint
- Facilitate your meetings with accessibility in mind
Webinar outline

I. Define Accessibility

II. Designing and Delivering Accessible Material
   - Setting the climate of presentation
   - Features of presentation
   - Facilitation techniques

III. Resources and summary
Defining Accessibility
Accessibility is...

**Removal** of barriers to increase access to information in order to improve understanding and performance.
Accessibility is...
Removing barriers to access information

**Equality**

Powerpoint presentation

**Equity**

Send the Powerpoint ahead of time to preview

**Justice**

Accessibility Check + Closed Caption + Transcripts shared
Designing Accessible Material

The Climate of the Presentation
What is it?

• ...that feeling you get when you enter a meeting or presentation

• ...where is it going?

• ...you get a sense of how welcoming it is.
Role of climate in accessibility

• If it is not welcoming, it is not likely to be accommodating.

• The audience is not likely to ask for accommodation
How can we establish a welcoming climate?

- Address participants upon arrival
- Test your technology in front of your audience
- Add a personal touch
Designing Accessible Material

Features of the Presentation
PowerPoint specific strategies for accessibility
Presentation Materials

• Sharing your PP?
  • you should review the Accessibility Checker findings

• Alternatively,
  • you can provide a summary handout (searchable pdf) that includes hyperlinks to resources, for example.
PowerPoint specific strategies for accessibility:

Use the slide layouts

• Leverage the Content Placeholders

• Use New Slides or Layouts functions
Accessing slide layout

Home ➔ New Slide
PowerPoint specific strategies for accessibility: 
**Other Slide Design Considerations**

<table>
<thead>
<tr>
<th>Presentation feature</th>
<th>Suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animation</td>
<td>• Avoid dramatic transitions and pulsing/flashing animations</td>
</tr>
</tbody>
</table>
| Colour palette               | • Avoid red & green text  
• Use features other than colour: bold, underline, size for effect, icons |
| Font size                    | • Minimum 18 pt (14 pt) 3:1 ratio                                            |
| Font type                    | • Sans Serif such as Arial, Calibri                                           |
| Embedded multimedia          | • Use with captioning or transcripts provided                                 |
PowerPoint specific strategies for accessibility:

**Example of the Impact of design**

- Can you see this alright?
  - With this colour?
  - And this one?
  - What if I change it to this colour?

How do you like this contrast?

How about this one?

- What if the text is small?

- Or large?
PowerPoint specific strategies for accessibility:

Slide Design

- Use the **built-in** designs offered in PowerPoint
- Check your palette @ [https://contrastchecker.com/](https://contrastchecker.com/)
PowerPoint specific strategies for accessibility

Finessing slide design tips

Use **alt text** for images

Use **meaningful hyperlinks**
or « Click here »

Convert to other formats
PowerPoint specific strategies for accessibility

Use Accessibility Checker
Check Accessibility drop down menu

✓ Check Accessibility

✓ Alt Text

✓ Reading Order Pane

✓ Options
PowerPoint specific strategies for accessibility

Summary

- Use slide layouts
- Consider: animations, colours, font and size, multimedia use
- Slide design
- Final touches: alt text, meaningful hyperlinks, alternative formats
- Accessibility Checker
Delivering Accessible Material

Facilitation Strategies
Your presentation is ready...

- Welcoming climate
- Accessible PowerPoint presentation
- Video conferencing tool:
  - Captioning
  - Transcript
  - Slide translation (Teams)

What else can we do?
Facilitation Strategies:
Rules of engagement

- Open dialogue on accessibility
- Provide *outline* before meeting
- Closed caption, recording, transcripts are a staple
- Others?
Facilitation Strategies:
More facilitation strategies

- *Face* audience when explaining a concept = camera on
- *Describe* images and graphics
- *Communicate* messages in multiple formats
Facilitation Strategies:

Even more facilitation strategies

- Ask for *feedback* and adjust
- Contextualize, summarize and reframe content
- *Repeat* questions and summarize answers from audience
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Je suis bilingue