



# Accessible Presentations

---

**Michelle Laurence**

Educational Development Specialist

University of Ottawa - Teaching and Learning Support Services (TLSS)

# Your host

## Michelle Laurence

- Teaching and Learning Support Services (TLSS) at UO
- 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

Let's put a  
pin in That



# 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

The screenshot shows the Microsoft PowerPoint interface. The ribbon is set to the 'Home' tab, which is highlighted with a blue box. Within the 'Home' tab, the 'New Slide' button is also highlighted with a blue box. Below the ribbon, a slide layout gallery is visible, showing various layout options. The gallery is titled 'Office Theme' and contains the following layouts:

- Title Slide
- Title and Content
- Section Header
- Two Content
- Comparison
- Title Only
- Blank
- Content with Caption
- Picture with Caption

The slide thumbnails in the gallery show different arrangements of text boxes, images, and placeholders. The 'New Slide' button is also highlighted with a blue box.

# PowerPoint specific strategies for accessibility:

## Other Slide Design Considerations

Presentation feature	Suggestions
Animation	<ul style="list-style-type: none"><li>• Avoid dramatic transitions and pulsing/flashing animations</li></ul>
Colour palette	<ul style="list-style-type: none"><li>• Avoid red &amp; green text</li><li>• Use features other than colour: bold, underline, size for effect, icons</li></ul>
Font size	<ul style="list-style-type: none"><li>• Minimum 18 pt (14 pt) 3:1 ratio</li></ul>
Font type	<ul style="list-style-type: none"><li>• Sans Serif such as Arial, Calibri</li></ul>
Embedded multimedia	<ul style="list-style-type: none"><li>• Use with captioning or transcripts provided</li></ul>

# 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

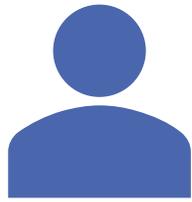
- Use the **built-in** designs offered in PowerPoint
- Check your palette @ <https://contrastchecker.com/>



[Image source](#)

# PowerPoint specific strategies for accessibility

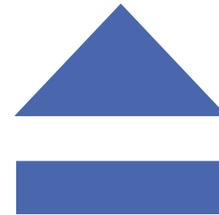
## Finessing slide design tips



Use **alt text** for images



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



**Convert to other formats**

# PowerPoint specific strategies for accessibility

## Use Accessibility Checker

The screenshot displays the Microsoft PowerPoint interface. The 'Review' tab is selected in the ribbon, and the 'Check Accessibility' button is highlighted with a red circle. The ribbon includes options for Spelling, Thesaurus, Search, Translate, Language, Mark All as Read, Show Changes, New Comment, Delete, Previous, Next, Show Comments, Compare, Accept, Reject, Previous, Next, End Review, Hide Ink, and Reviewing Pane. The main content area shows a slide titled 'Webinar: Accessible Presentations' by Michelle Laurence, Educational Development Specialist at uOttawa. The slide features a photograph of a diverse group of students in a classroom setting, each with a laptop. The slide also includes the text 'EXCELLENCE | VISION | PASSION' and the TLSS logo.

1

2

**Webinar: Accessible Presentations**  
Michelle Laurence, Educational Development Specialist  
TLSS  
Teaching and Learning Support Service  
www.tlss.uOttawa.ca

**Your host**  
Michelle Laurence

- Teaching and Learning Support Services (TLSS) at UO
- Job title: Educational Developer and Digital Learning specialist
- Experience:
  - Educational developer since March 2020
  - 15+ years in university teaching
  - Registered Kinesiologist (retired 2021)

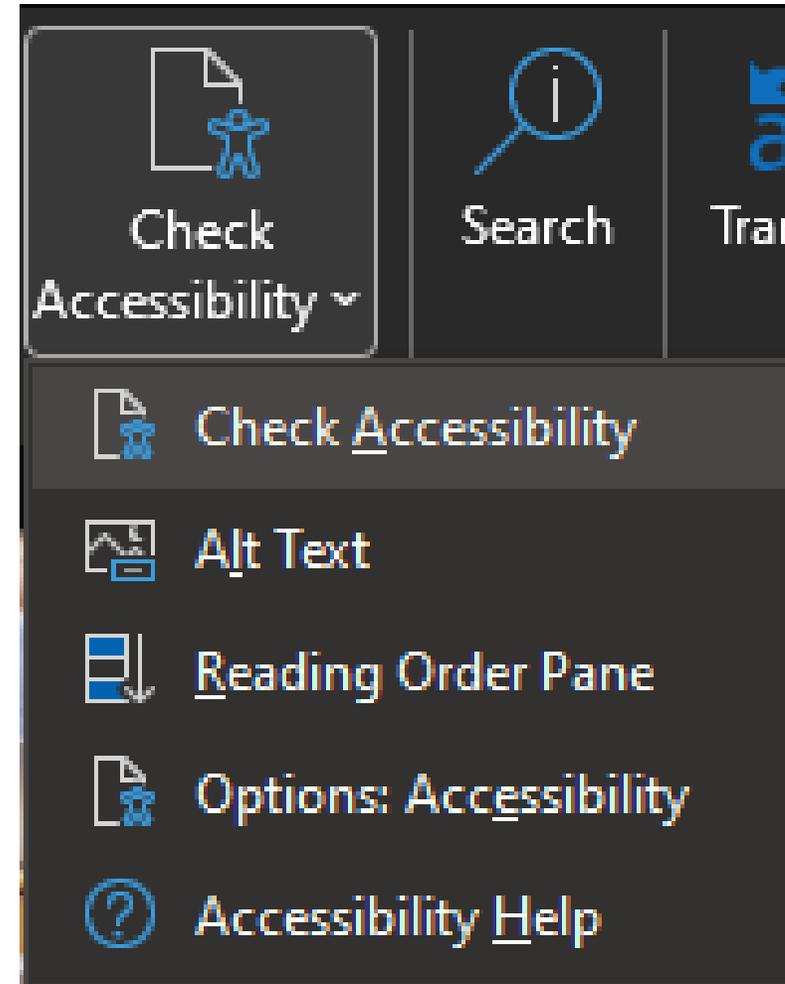
**Webinar: Accessible Presentations**  
Michelle Laurence, Educational Development Specialist  
TLSS  
Teaching and Learning Support Service  
www.tlss.uOttawa.ca

EXCELLENCE | VISION | PASSION  
uOttawa

# Check Accessibility drop down menu

---

- ✓ Check Accessibility
  - ✓ Alt Text
  - ✓ Reading Order Pane
  - ✓ Options



PowerPoint specific strategies for accessibility

# Summary

---

Any Questions?



- 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



# Michelle Laurence

---

[mlauren3@uottawa.ca](mailto:mlauren3@uottawa.ca)

Educational Developer and Digital  
Learning specialist

Teaching and Learning Support  
Services (TLSS) at UO

Je suis bilingue

