

Accessible Virtual Presentation Checklist



Ensure your next virtual meeting is as accessible as possible with these tips.

Before

- Images have alt-text or are marked as decorative
- Consider presentation structure– always use clearly-defined and different slide titles, headers, and content sections
- Use proper [color-contrast](#) for text
- Don't indicate info by color alone
- Avoid flashing or blinking content, when possible (and make sure there's less than 3 blinks or flashes per second when using)
- Limit slide transitions and animation
- Use easy-to-read (not decorative/fancy) fonts
- Use plain english in writing and speaking
- Make sure content will not be obscured by captions at the bottom of the presentation



TIP: If using Microsoft Powerpoint or Word, use the Accessibility Checker tools to review your work.

Accessible Presentation Checklist (cont)

During

- Choose an accessible conferencing technology
- Use live captioning when possible
- Let audience members know which accessibility features are available to them (e.g. closed captions, live captions, sign language interpreter)
- Go slow!
- Give audience time to think and answer questions
- Use chat feature sparingly– it's distracting!
- Repeat back the question when providing an answer
- Describe information on the screen that's conveyed visually (e.g. graphs, tables or pictures)
- Avoid using visual-only tools like drawings on the screen

After

- Distribute accessible slides after the presentation
- Distribute captions and/or transcript of presentation
- Gather feedback from your audience



TIP: Documents created with markup (like headings) in Microsoft Word will carry over their accessibility features into Adobe Acrobat.