



Presentation Accessibility Checklist

Content

- I have explained all complex jargon and acronyms.
- I have avoided relying on complex metaphors and explained my points as clearly and simply as possible.
- I have expressed all important information in both audio and visual forms.
- I have included places in my presentation to check for audience understanding.

Delivery

- I can deliver my presentation at a moderate pace.
- I can deliver my presentation using a clear voice and careful enunciation.
- I can project my voice so that all members of the audience can hear me.
- I can thoroughly explain all images, graphs, and other visual elements.
- I can repeat all audience questions loudly and clearly.

Slide Design

- I have used a legible, sans-serif font.
- I have made sure not to over-crowd my slides with text.
- I have made the text large enough to be legible.
- I have used strongly contrasting colors for my foreground and background.
- I have avoided using color to convey meaning or provide emphasis.
- I have avoided common color blindness combinations (red/green, blue/black, & blue/yellow)
- I have used a simple layout free from unnecessary distractions.



Images

- I have used clear, quality images.
- I have placed images that convey data, especially charts and graphs, on separate slides where possible and made them large enough to view easily.

Digital Presentations

- For recorded presentations, I have enabled software to produce closed captioning.
- For digitally published slide presentations, I have included alt text for all my images.

Handouts and Materials

- I have made an effort to provide a handout or written transcript to audience members who may need it.
- I have made an effort to make my presentation available digitally to audience members in some form.