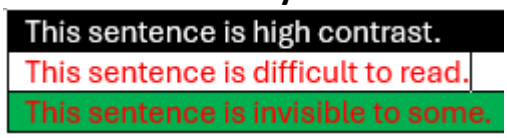
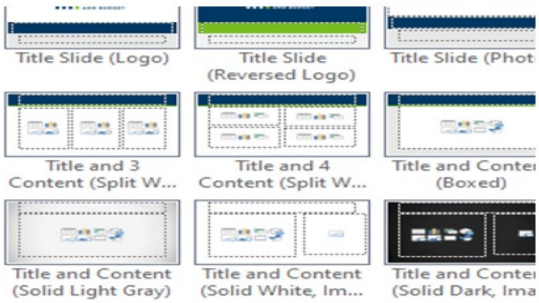
Presenter's Accessible Best Practices Handout

Accessibility Item	Description
Visual Accessibility  	• Use high-contrast colors, such as dark text on a light background. • Select large font sizes such as 24-28 points and font is Sans-Serif or Calibri. • Add alt text for images, charts, and graphs. • Avoid color to convey meaning, such as green and red. 10% of men are *colorblind*.
Slides  	• Title all slides. • Use the Accessibility Checker. • Develop concise and clear-meaning text. • List the website link for reference. • Structure the content with headings and subheading. • Provide a handout without graphics, when requested.
Presentation Delivery 	• Use a microphone for yourself and participants. • Speak slowly and clearly. • Repeat important messages. • Give a mic to the audience participant speaking (teacher voices are not loud enough)
Handout's 	• Provide handouts ahead of time for ASL interpreters or use of assistive technology by the participant. • Preparation in advance will allow time for posting in SCHED app and visuals to take notes.
Room Space 	• Arrange the room for visibility and space for all. • Reserve space in the front of the room for ASL interpreters and deaf attendees to sit. • Ensure the doors and walkways are accessible. • Direct standing people to sit in open chairs.
Feedback and Contacts	Provide your contact information for follow-up questions or accessible adaptations of your materials.
Further Guidance	Visit the *MNIT Accessibility Checklist* website