

UNIVERSAL DESIGN OF PRESENTATIONS

All presentations should be easy to read and understand. The layout should be a help to understand the message. It should among other things be possible to read the presentations with a screen reader.

How to prepare accessible presentations:

- ▶ The font size should be at least 28 points in the text and 32 points in headlines.
- ▶ Use fonts without serifs. For example, Arial or Verdana. These are easy-to-read fonts.
- ▶ Use built-in headlines, lists and other text formats. Do not change the order, as this will make it difficult for those who use a screen reader.
- ▶ Avoid block letters, italics and underscores. This will lead to poorer readability.
- ▶ Write short sentences and use a maximum of four to five bullet points per slide.
- ▶ Ensure good contrast: dark text (black, blue, green) on a light background (white or slightly coloured). A light text on a dark background can cause poor readability.
- ▶ Never write text on a patterned background, on top of images or graphic elements. This causes poor readability.
- ▶ Graphic elements and images should cover at least half the slide. Maximum two graphic elements per slide. These should be marked with an alternative text that shortly describes the graphic, for those who cannot see it.
- ▶ Make presentations that have good readability also when printed.
- ▶ Choose effects with care.
- ▶ A presentation stimulates visually. Do not fill the presentation with text, write down what you want to say as notes in Power Point.

Advise on how to speak to an audience:

- ▶ Read the text in the presentation out loud for the benefit of those who cannot see.
- ▶ Describe what you are pointing at. Avoid words like "here", "there", "like this" and "like that" without describing it in more detail.
- ▶ Pictures, diagrams etc. that are shown should be described orally.
- ▶ Describe the content of videos and movie clips if they do not have subtitles or audio descriptions.
- ▶ Speak clearly and not too fast. Pay special attention when an interpreter is used.
- ▶ Repeat questions asked by members of the audience who do not use microphones.
- ▶ Express yourself in such a way that the message is easy to understand when it is interpreted, without any need for explanation or elaboration by the interpreter.
- ▶ Have your face turned against the audience.
- ▶ Use a microphone - even when there are relatively few participants, as some may be dependent on telecoil.

- ▶ Avoid standing in backlight (e.g. against a window). Good light conditions facilitate mouth reading.

