BEST PRACTICES: ORAL PRESENTATIONS

Tips for Preparing Your PowerPoint Presentation:

Use a sans serif font that is at least 22 point.

Use a light colored background with dark text.

Use a plain background without any watermark, photo, or design behind the text.

Use a PowerPoint theme to structure your presentation, with only short sentences and/or bulleted phrases (about 4 lines of text/40 words per slide).

Keep it short - as a rule, one slide for every two minutes of speaking time.

Graphics:
Replace or complement graphics with text whenever possible.

Note that many people with disabilities use text-based screen reading software and computer devices. Graphics, specifically, are difficult to read with screen readers.

Photographs, images, clip art, graphics, maps, and charts cannot be read by screen readers; embed "Alt Text" (link is external) descriptions with images and other graphic elements.

Avoid the following:
Slide transitions
Busy slide backgrounds
Chart filler patterns
Over-crowding text
Color schemes providing low contrast
Charts without text descriptions
Videos that are not captioned

Guidelines for Giving Presentation:

Before the presentation

If present, make sure sign language interpreters have a copy of your presentation before you begin.

If a presentation includes a video, provide captions or ensure the caption function has been turned on.

Do not rearrange the rooms in a manner that may prohibit access.

Make sure the microphone is working.

During your presentation

Always use the microphone, even if you have a loud voice

Presenters should speak clearly at a moderate pace.

Face the audience when speaking. Many individuals with hearing or attention disorders rely on watching someone speak to understand the material.

Repeat or re-word lengthy or complex components of your talk.

Always try to present key terms and concepts visually as well as orally.

Avoid pointing to something on the slide and using words like "this, that, these, and those", unless you indicate what "this" means. Example: "This map shows…" Not "This shows…" People who cannot see you pointing to a slide don't know what "this" used alone means.

Always try to preview and summarize content during your talk..

During the Q&A

Repeat questions and comments from audience members.

If necessary, electronic files can be shared with participants after the end of the conference via email.

Sources:
https://www.adaatyourservice.org/accessible-meetings-events-conferences-guide/book
http://www.saces.org/accessibility
https://www.apha.org/Events-and-Meetings/Annual/Presenter-Information/Oral-Session-Guidelines