



Accessible Presentation Guidelines for Speakers

When it comes to your presentation, there are a few things to bear in mind to ensure that the session remains accessible and inclusive. We have put together some guidelines to help you.

For your slides:

- Use high contrast colours.
- Ensure that the use of colour is not the only way in which the audience is expected to distinguish information.
- Use a large, simple font.
- Reduce the amount of text on slides and ensure people have the opportunity and time to read the slides.
- Read out the text on the slide to make sure that people with visual impairments know what everyone else is reading, and provide an audio description of any images or videos you present.
- Ensure that graphs and charts are described.
- Provide a brief description of what is in the video before it is played in order to help a blind person establish context for what they will hear.
- Make graphics as simple as possible.

For the Q&A:

- Always repeat the question you have been asked back to the audience.

*We will let you know in advance if there are any delegates in the audience with accessibility requirements.