



ACUHO-I Campus Home. Live! – Inclusive Presenters' Guide

Purpose:

The purpose of the Inclusive Presenters' Guide is to share strategies presenters can infuse into their presentations to incorporate accessibility, diversity, equity, and inclusion into the entirety of their Campus Home. Live! program sessions to include: language, engagement, visuals, and content.

Facilitation Strategies:

- 1) Share name and pronouns of presenters. You can also share why this is important. Click here for more information: [What Are Personal Pronouns and Why Do They Matter?](#) and [Sharing Your Pronouns](#).
- 2) Ask the audience to state their name and pronouns when asking questions or sharing their thoughts throughout the presentation.
- 3) Avoid using gendered language. For example, “sir, ma’am, guys, girls.”
 - a) Resource from ACPA on [inclusive language](#)
- 4) Include a land acknowledgement from your campus and your own reflections on the land acknowledgement. Share why this is important to you as a person and/or your campus community. See example in the Presenter Services area of the ACUHO-I website: [Presenter Resources Page](#)
- 5) Speak to how your organization works to incorporate accessibility, diversity, equity, and inclusion into daily work and decision making in relation to the presentation topic.
- 6) Include information about how your topic area is supporting underrepresented student populations on campus.
- 7) Utilize the microphone(s) provided in the session room to provide the opportunity for attendees to clearly hear the information being presented.
- 8) When audience members ask questions, repeat the questions back to the audience utilizing the microphone provided or provide the opportunity for the audience to ask questions using the microphone provided.
- 9) Identify ways to effectively engage participants and allow time for participants to process the information included in your presentation.
 - a) Engage participants through multiple methods: auditory, visual, verbal, logical, physical, social, and solitary.
 - b) Utilize multiple engagement methods throughout the presentation.

Slides and Content:

- 1) Include captions on any videos, images in your presentation.
 - a) Add alternative text to images so that screen readers can convey to users what is in the image.
 - b) Tip: To add alt-text in PowerPoint, right-click the image, choose Format Picture, and click on “Alt Text” or right-click the image and choose “Edit Alt Text”. See more information here: [9 Ways to Make Your Presentation Accessible](#).
 - i) Be specific with alt-text so a screen reader can convey the information to the user.
 - ii) When presenting or referring to pictures, diagrams, and tables, be sure to also describe them verbally
- 2) Limit the amount of text on slides when possible and utilize an easy to read font size.
 - a) Tip: PowerPoint and Google Slides have a range of themes that will create easier-to-read slides, including large text boxes and large content areas.
 - b) Font size of 20+ is encouraged.
- 3) Choose color palettes that are ideal for those who have visual accessibility needs.
 - a) Consider colors and color contrast when creating your presentation.
 - b) See more information here: [Color Theory for Presentations](#) and [Thinking Outside the Slide – Choosing Colors for Your Presentation Slide](#).
- 4) Spell out acronyms on slides and share what acronyms mean in your presentation.
- 5) Have a plan for technology failure.
 - a) Tip: Utilize a QR code that participants can scan to look at your presentation on their own device. You may also want to print a few copies of your presentation for yourself and attendees who may not have access to viewing your presentation online in the case of a technology challenge.

Helpful Resources:

- [9 Ways to Make Your Presentation Accessible](#)
- [PowerPoint Accessibility Checklist](#)
- [How to Choose the Best Colors for Your Presentations](#)
- [NIRSA Presentation Tips for Universal Design and Inclusive Language in presentations](#)
- [Design Inclusive Visuals: Images, Icons, and Color](#)
- [The Ultimate Guide to Accessible Presentation Design](#)
- [Make Your PowerPoint presentations accessible to people with disabilities](#)
- [Color Theory for Presentations](#)
- [Thinking Outside the Slide – Choosing Colors for Your Presentation Slide](#)
- [Inclusive Design for Accessible Presentations](#)
- <https://www.colemaninstitute.org/inclusive-conference-presentation-guidelines/>