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 and inclusion into the entirety of ACUHO-I Campus Home. Live! program sessions.

Facilitation Strategies:

1) Introduce yourself and how you wish to be referred to during the session.
2) Before asking a question or making a comment, ask audience members to introduce themselves and how they wish to be referred to as well as their home institution.
3) Consider beginning with 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 Resources page of the Campus Home.LIVE! webpage.
4) When sharing information/research, acknowledge any limitations in your data or operations.
5) Utilize the microphone(s) in the session room to provide the opportunity for attendees to clearly hear the information being presented.
6) When audience members ask questions, repeat the questions back to the audience utilizing the microphone provided or give audience members the opportunity to use the microphone to ask their questions.
7) 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. Share what you have written on your slides and describe the images on each slide.
    b) Provide handouts in both digital and hard copy formats.
    c) Utilize multiple engagement methods throughout the presentation.
8) Practice utilizing your technology and captioning.
9) Consider room space and the kinds of movement attendees will be participating in throughout the presentation (moving chairs for small group discussions for example).

Slides and Content:

1) Include captions on any videos and images in your presentation.
    a) **Enable real time, automatic live captions during your session.**
    b) Add alternative text to images so that screen readers can convey to users what is in the image.
    c) 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 has a range of themes that will create easier-to-read slides, including large text boxes and large content areas.
   b) Font size of 24+ 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:

- [PowerPoint Accessibility Checklist](#)
- [Microsoft PowerPoint Accessibility Design Video](#)
- [Association on Higher Education & Disability Presenters Guide](#)
- [How to Choose the Best Colors for Your Presentations](#)
- [Design Inclusive Visuals: Images, Icons, and Color](#)
- [The Ultimate Guide to Accessible Presentation Design](#)
- [Make Your PowerPoint presentations accessible to people with disabilities](#)
- [Inclusive Design for Accessible Presentations](#)