



ACCESSIBILITY TIPS

Beyond the Parking Space

Accessible Presentations

- Use clear, high-contrast slides with minimal text and simple layouts.
- Minimize extreme contrast transitions, like going instantly from a dark background to a bright one.
- Describe all visuals verbally so everyone receives the same information.
- Share materials in advance in accessible formats.
- Avoid fast pacing and allow time for processing and note-taking.
- Use microphones at all times, even in small rooms.
- Offer an option to request an interpreter (American Sign Language [ASL] or language) in advance and allow enough lead time to secure a qualified interpreter.
 - Microsoft Teams has a built-in ASL option that can be used for online or hybrid presentations.

Accessible Webinars

- Provide multiple ways to join, including phone audio options.
- Enable live captions and ensure they are accurate throughout the session.
- Speak clearly, avoid talking over others, and identify yourself when you begin speaking.
- Use accessible platforms that support keyboard navigation and screen readers.
- Make chat interactions accessible by reading important messages aloud.

Accessible Videos with Captions

- Use accurate, synchronized captions that include dialogue and meaningful sounds.
- Ensure captions have good contrast, readable size, and appear consistently.
- Provide transcripts for users who prefer text or have slow internet connections.

Accessible Posters

- Use high-contrast colors and large, simple fonts for readability.
- Avoid dense blocks of text; use short phrases and clear headings.
- Ensure images include brief text descriptions when relevant.
- Place posters in well-lit areas and at heights readable from a seated position.
- Provide digital versions that are screen-reader friendly.

Accessible Seating & Room Space

- Ensure designated wheelchair spaces and accessible seating are available throughout the room, not just in the back or along the edges; avoid fixed or flip-up seating that limits accessible options.