



Checklist for Delivering Presentations Accessibly

Delivering your presentation in an accessible manner is just as important as creating accessible slides. For example, describing the content of slides aloud helps those with visual impairments and speaking clearly and not too quickly will help those with cognitive processing differences, ADHA, anxiety, etc.

Delivery Best Practices

- Presentation file:** provide presentation file and materials ahead of time to your audience whenever possible.
 - If sharing as a PDF (Portable Document Format), be sure to convert it to ensure accessibility is preserved.
 - [See Appendix A – Converting Accessible PPT to Accessible PDF](#)
- Always use the microphone.** Even if you think you are speaking loud enough...use the microphone, always. This includes those in the audience speaking.
- Images:** If you have an image that is contextually important to what you are speaking about, VERBALLY DESCRIBE the image aloud. Example: “The cute cat on this slide is winking and giving you a high five with their paw!”
- Speed:** Avoid speaking too quickly. Speak very clearly.
- Acronyms:** When using acronyms, be sure to VERBALLY STATE what they stand for.
- References:** Be careful of using humor or references that not everyone will understand. Unless you plan to explain it.
- Describe Transitions:** Work VERBALIZING slide transitions into your speech. For example: “Moving on to the next slide... (read the title of the slide)”
- Quotes:** If you have a quote (short or long in length) on your slide, be sure to READ the *entire* quote aloud.
- Captioning:** For online presentations, turn auto captioning on if possible.