

Accessible Presentation Guide

It is essential that our lectures and presentations are accessible to all. Accessible presentations help everyone and make it easier for your audience to better understand your message.

Resource: [Digital Accessibility Program: Color guidance](#)

Requirements:

- **Have adequate color contrast between your slide's content and background color.** Presentations are required to meet WCAG 2.0 AA standards (see [color guide](#)). You can check your slides with [WebAIM's Contrast Checker](#). Avoid light colored text on a light colored background.
- **Don't rely on color alone to provide information.** This is particularly important when presenting information in charts or graphs. Add extra information, like texture, shapes, or labels, to provide additional context and clarity.

Best Practices:

- **Verbally describe your graphics and images on your slides.** Specifically describe meaningful content that is essential for understanding your presentation. It is particularly important to verbally describe charts and graphs.
- **Use Plain Language.** Avoid jargon, acronyms, or overcomplicated terminology where possible. This helps everyone better understand your presentation. This can be challenging in academic presentations.
- **Consider your font.** Use easy to read fonts, like Ariel and Calibri. Make sure your font size is at least 24 points (or, better yet, 28 points).
- **Make your slide deck available before your presentation.** Give your audience access to your slide deck as early as possible. This is helpful for people with a variety of cognitive challenges and allows those with low vision to view text at the size they need.

Have more questions?

Please email improving-accessibility@berkeley.edu for any accessibility questions or help making your presentation more accessible.