



O'NEILL

SCHOOL OF PUBLIC AND
ENVIRONMENTAL AFFAIRS

Office of Diversity, Equity and Inclusion

**Best Practices and Presentation Guidelines for
Accessibility**

Presentation Accessibility

POWERPOINTS

We recommend the American Publishing House for the Blind's PPT for a complete understanding of presentation accessibility.

Formatting suggestion include:

- Slide background must remain **white**
- All text must be **black** and in a **sans serif font** (i.e. Helvetica, Geneva, Verdana, APHont, Antique Olive, Arial, Tahoma)
- Headings = **32pt** or larger
- Subheadings = **30pt** or larger
- Body text = **28pt** or larger

HANDOUTS

Best practice suggestion: create a large print version of any handouts included in presentation. Please refer to the APH's PPT for a complete understanding of handout accessibility.

Formatting requirements include:

- **White background/black text** (high contrast/readability)
- Headings = **22pt** or larger
- Subheadings = **20pt** or larger
- Body text = **18pt** or larger

MUSIC/FLASHING LIGHTS/FLASHING IMAGES OR VIDEO

These presentation elements can trigger seizures and other health concerns for participants.

MICROPHONES

All presenters must use a microphone (one microphone per presenter).

At least one mic should be provided for Q&A. If no additional microphones are present, we ask that presenters repeat questions over the microphone before answering.

Without microphones, room acoustics and hearing impairment can make content inaccessible for participants. Please respect participant needs without requiring them to self-identify.

VIDEOS/FILMS

All videos and films must be captioned.

AUDIO RECORDINGS OF PRESENTATIONS

Participants have the legal right to record presentations as a means of notetaking based on accessibility needs (Section 504 of 1973 Rehabilitation Act and Americans with Disabilities Act (ADA)). Participants who require this method will sign a waiver to protect presentation content and research.

SEATING

Priority seating for accessibility needs will be marked and enforced in the front and back rows of every session. These seats must remain open until the session begins.

Reasons for priority seating include hearing and vision impairments, age, chronic illness, pregnancy, anxiety, etc.

Remember: not all reasons may be visibly apparent.