

## VSVR 2024 - Note on Creating Accessible Presentations

### Introduction

**As part of our commitment to promoting accessibility, the Voluntary Sector and Volunteering Research (VSVR) conference organisers have produced this note to identify best practice and support presenters at the 2024 VSVR conference to develop accessible presentations.**

More details and references are included below, and we recommend you review these.

**As a starting point, best practice guidance suggests the following:**

- Give slides a unique title to make navigation easier
- Appropriate font size – 18pt or larger
- A sans serif font
- Sufficient white space – i.e., not overcrowding slides
- Alternative text with all visuals
- Sufficient contrast for text/background colours
- Video subtitles/closed caption/description
- A version of your presentation in other formats, such as an accessible PDF

Other tips are available from a variety of sources and the references we have drawn on are by no means exhaustive.

### More Details

The W3C Web Accessibility Initiative (W3C, 2022) provides a wide range of guidance to support inclusivity. They suggest a general approach that is open to diversity and to be aware that some of the audience for any presentation might not be able to:

- **see** well or at all,
- **hear** well or at all,
- **move** well or at all,
- **speak** well or at all, or
- **understand** information presented in some ways well or at all.

They also provide guidance for presenters around use of text, font size, visuals, contrast, animations, and more.

The UK Government's 'Accessibility in government' blog (Duggin, 2018) also provides some advice in relation to giving a presentation, notably to:

- Avoid backgrounds that create glare
- Ensure any videos used have captions and appropriate audio description

Additionally, (as most presenters use PowerPoint) Microsoft have their own guidance (Microsoft, 2024) and PowerPoint has an inbuilt accessibility checker. The guidance emphasises:

- Including alternative text with any visuals
- Making sure slide contents can be read by screen readers in the order you intend
- Adding meaningful hyperlink text
- Ensuring colour is not the only means of conveying information
- Giving each slide a unique title
- And more...

The University of Leeds draws on this for their advice (Thompson and Hetherington, 2021) and many other institutions have their own guidance. It is likely that yours does too, however, do not simply rely on any institutional presentation template being compliant with accessibility best practice, particularly if it has not been updated in some time.

## References

Duggin, A. (2018), *Advice for making events and presentations accessible*, Available at: <https://accessibility.blog.gov.uk/2018/03/13/advice-for-making-events-and-presentations-accessible/> (Accessed: 8<sup>th</sup> April 2024).

Microsoft (2024), *Best practices for making PowerPoint presentations accessible*, Available at: [https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25#bkmk\\_bestwin](https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25#bkmk_bestwin) (Accessed: 8<sup>th</sup> April 2024).

Thompson, K. and Hetherington, J. (2021), *Create accessible PowerPoint presentations*, Available at: <https://digitalaccessibility.leeds.ac.uk/how-to-create-accessible-content/documents-presentations/create-accessible-powerpoint-presentations/> (Accessed: 8<sup>th</sup> April, 2024).

W3C (2022), *Making Events Accessible Checklist*, Available at: <https://www.w3.org/WAI/teach-advocate/accessible-presentations/> (Accessed: 8<sup>th</sup> April 2024).