Presentations

What is it for?

Most people will have to give a presentation at some point. Presentations are used to convey information, so it's incredibly important that everyone can get the information being provided.

How to support it

There are several things you can do to make presentations more accessible. Many of these are covered in more detail in other highlights.

Here are a few suggestions:

- Attach your slides to the meeting invite, so everyone can see the slides in advance. This means that anyone who uses a screen reader can get the information, and anyone who learns better by reading than by listening can take the time to read the information.
- Include alt text on all images in your slides. In PowerPoint, right-click the image, choose 'View Alt Text', then type your alt text. In Google Slides, click the image, click the paintbrush icon that appears (if you hover over it, it'll say 'Format options'), then add alt text in the 'Alt text' section.
- Consider your font. Make sure it's at least 18pt in size, and use a sans serif font (Atkinson Hyperlegible Next is a good example).
- Use left-aligned text, as it's easier to read for the majority of people.
- Don't use images of text. If you can't avoid it (like a company logo), make sure you add alt text to it.
- Check your colour contrast. This is especially important when you're using brand colours as backgrounds. It's always worth checking your link colour if you've included any links, too.
- If you're including links, make sure the link text is descriptive - no 'Read more' links, please.
- Ensure that colour isn't your only way of conveying information. 1 in 12 men and 1 in 200 women are colour blind, so make sure they can see all the information you've put together.

Useful links

- Making presentations more accessible
- NHS England: Making meetings accessible