

Accessibility and Inclusivity Tips FOR VIRTUAL PRESENTATIONS



LIVE PRESENTATION TIPS



Avoid acronyms, jargon and lingo.

Try to use common, plain language when presenting, whether verbally or in text. Should you need to use topic-, region- or education-specific references, make sure to explain what they mean early in the session.



Use real-world examples.

Talking from your experience is a helpful place to root concepts, but please keep in mind that we have a diverse attendee base from around the globe. Talking through process will help make scenarios applicable, regardless of location.



Audio quality is paramount.

Speak clearly and at a slower pace than you would normally. If you have a microphone or headset, select one to use for better sound quality. This helps to minimize background sound and makes your voice come through more clearly live and on the recording.



Vocalize items from session chat.

When engaging with attendees in the session chat, whether asking for questions or soliciting feedback, make sure to verbally state the entire question or comment. This allows live participants to fully track the conversation and helps those viewing the session recording follow the session.



Closed captioning options exist for attendees.

Several free tools are available to attendees should they need English closed captioning. If the session has not yet started, Google Chrome has built-in captioning that attendees can enable. Specific instructions are available from the Help Center within the ISTE Live 21 platform. If the session is already underway, you can recommend using [webcaptioner.com](https://www.webcaptioner.com) in a separate screen or window to caption in the moment.

PRESENTATION MATERIALS TIPS



Slide text choices aid your presentation.

Make sure key concepts and critical session takeaways are in text so that those using screen readers can engage with the presentation. Text should be larger than you would generally use and should include generous spacing between text lines. Use sans serif fonts. Arial, Helvetica and Verdana are the easiest to read.



Slide appearance is about more than just visual interest.

Color contrast between text and the slide background is important for readability. A contrast ratio of 4.5 (text) to 1 (background) is the minimum recommendation. You can check contrast ratios [here](#).

If an image or graphic is important for context or to explain a concept in your presentation, include a written description of what the image is and its purpose. This ensures everyone understands its purpose and inclusion in the presentation.

Using color to convey information can leave gaps in content if participants are not able to see it. Print your presentation in grayscale to make sure all content is visible. If using color in graphs, try to use patterns or labels.



Slide titles give context and allow for easy reference.

Make each slide title as descriptive of the content on that slide as possible. This makes it easier to follow along, and helps participants quickly reference your presentation after the session.



Share your resources.

Upload your presentation/slides as a digital tote resource. Attendees can then download and follow along with the presentation while adjusting the materials for their ability.