Accessibility Checklist for
Face-to-face Presentations

Use this checklist to guide you toward delivering accessible face-to-face presentations. Start with practices that you find quick and easy, then build from there.

Small changes can have a big impact

**VISUAL CONSIDERATIONS**

To make it easier for the audience to use information and cues available from seeing the eyes and mouth of the speaker:

- Face your audience; avoid facing the screen or white board or looking down at your notes for long periods of time
- Strive to visually engage audience members in the entire room by looking at all areas in the room
- Be visible to your audience by standing in a well-lit area
- Do not stand in the projector light, in shadow, or in front of the screen/whiteboard
- Avoid excessive movement or roaming throughout the room while presenting

**COMPREHENSION CONSIDERATIONS**

To reduce cognitive load and unnecessary effort:

- Design a well-organized lesson (e.g., use title slides to separate sections)
- Make slides (or partially filled-in slides) available electronically before class
- Provide a clear outline at the beginning of the lesson and revisit at the end of the lesson
- Give learners time to process complex concepts (e.g., pause after speaking)
- Explain acronyms and abbreviations both verbally and in writing
- Provide short breaks in lessons over 60 minutes
- Include a variety of media formats (e.g., text, graphics, audio, video) to communicate concepts in your presentation
- If using audio, provide a transcript; if using video, add captions on the video; if using audio and video, provide both a transcript and captions
- Chunk the lesson into sections and ask questions and/or allow time for questions after each section
- If learners are expected to read a passage silently on the screen, read it out loud for them
- Give more than one example when explaining complex concepts

**AUDITORY CONSIDERATIONS**

To alleviate undue effort and fatigue from straining to hear:

- Use a microphone if the space seats more than 25 people, or if there are background noises (e.g., fan, projector, heating system, noisy hallway)
- Check with audience members to see if they are having any difficulties hearing you
- Speak clearly and avoid speaking too quickly
- Provide important announcements in writing as well as verbally, if possible
- Repeat questions, answers, or comments from audience members
- Verbally explain all visuals provided on slides (e.g., charts, graphs, images)

**REFERENCES**


W3C Web Accessibility Initiative (WAI) https://www.w3.org/WAI/teach-advocate/accessible-presentations/#basics-for-organizers--speakers