



The UVM Center on Disability & Community Inclusion (CDCI) Checklist for Creating Accessible Presentations

<input type="checkbox"/>	Fonts: type and size	<ul style="list-style-type: none">• Minimum size for title text is 44pt.• Minimum size for body text is 36pt.• Use easy-to-read fonts: Arial, Helvetica, Times.
<input type="checkbox"/>	Color: contrast and grayscale	<ul style="list-style-type: none">• Use the WebAim color contrast checker. 3:1 is the minimum• Don't use color to indicate meaning: "Tier 1 results are in red, and Tier 2 are in pink" means nothing if you can't see pink vs. red
<input type="checkbox"/>	All photos, icons and figures have alt-text	<ul style="list-style-type: none">• 1-3 descriptive sentences• If they show people, indicate skin, hair and eye color, as well as basic dress and hairstyle
<input type="checkbox"/>	Plan for sharing your docs	<ul style="list-style-type: none">• Some attendees will want to have an electronic copy of your slides in advance• Some attendees will want to print a copy of your slides in advance. Plan accordingly.
<input type="checkbox"/>	All videos have captions	<ul style="list-style-type: none">• If you're including a video clip to show as part of your presentation, make sure it has captions, and that they're enabled.
<input type="checkbox"/>	Get ready to read it out	<ul style="list-style-type: none">• Plan to describe the contents of each slide as you present. Anything on screen should be read out, summarized, or described.
<input type="checkbox"/>	Consider recording in advance	<ul style="list-style-type: none">• Some attendees benefit from watching a recorded, captioned version of your presentation before the event itself. Consider providing one.
<input type="checkbox"/>	Design for captions	<ul style="list-style-type: none">• Realize that some attendees will have live captions on. Leave the bottom 20% of each slide free of competing text. This can also help produce an accessible recording.
<input type="checkbox"/>	Color alternating rows of tables	<ul style="list-style-type: none">• Remember to check the color contrast of both colors against your text