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ACCESSIBILITY CHECKLIST

FOR YOUR INTRODUCTION

- [ ] Please share the following information about yourself and your presentation aloud (feel welcome to include this information on a slide):
  - [ ] Name
  - [ ] Pronouns (as comfortable)
  - [ ] Your visual description
  - [ ] Any content warning for sensitive materials (if applicable)
  - [ ] Your position and organization
  - [ ] The title of your presentation

FOR YOUR PRESENTATION

- [ ] Be visible and in good light when you speak, so participants can see your face.
- [ ] Avoid distracting backgrounds, such as bright sunlight or flashing light.
- [ ] Describe pertinent parts of graphics, videos, and other visuals
- [ ] Describe other visual information (i.e. poll results)
- [ ] Say all of the information that is on each slide.

FOR YOUR CONTENT

- [ ] Provide alt-text on all images and graphics in presentation.
- [ ] Make sure your text is not too small (22+ minimum) and you've used an accessible font.
- [ ] Video - make sure open or closed captions are automatically available in the video.
  - [ ] If not available, provide transcript.
- [ ] For all #Hashtags, please make sure #FirstLetterIsCapitalized

FOR YOUR Q&A

- [ ] Read the question aloud before answering.
- [ ] Anyone speaking should start by saying their name for the captioner.
- [ ] Closed Captioning will be activated throughout the week. Please make sure to speak clearly and use simple language. During Q&A, use appropriate pauses.

FOR YOUR MATERIALS

- [ ] Create accessible documents for your meeting in advance (slides, agendas, worksheets, terminology lists, etc.)
- [ ] Complete a “Check Accessibility” run on your PowerPoint or PDF.
- [ ] Upload all accessible materials to a folder prior to the presentation and try not to change presentation between.