

QUADRAT believes that science should be accessible to all. This guide aims to provide you with guidelines on how to ensure your presentations and posters are as accessible as possible. Please note that this guide is non exhaustive, and no guidelines will fit all. We also encourage you to research and find information on your own. If you have any notes on these guidelines, please do not hesitate to let us know.

## **Presenting**

When presenting, please keep in mind that there are many different people in your audience. Make sure you speak loud and clear into the microphone. Remind your audience to speak into the microphone when asking questions to ensure that people who use the induction hearing loop can hear you, the presenter and the question that is being asked. Always try to face the audience to make it easier for people who are lipreading.

In the introduction, please consider stating your pronouns, and a visual description of yourself for those who are partially sighted or blind.

If you are including a video within your presentation, please provide captions.

Try to minimize the amount of text on a slide and the number of visuals. This will help the audience focus on what you are saying. Make sure you pause for a moment after changing a slide to give the audience a moment to read what is on the slide. When using visuals, think about how you use them and whether you need photos in the document or on the slide.

For more tips, you please visit: [Make your PowerPoint presentations accessible to people with disabilities \(microsoft.com\)](https://www.microsoft.com/en-us/accessibility/make-your-powerpoint-presentations-accessible-to-people-with-disabilities)

Microsoft PowerPoint & Word have an Accessibility checker. You can find it under the Review tab. However, please note that the accessibility checker does not pick up everything.

### **Accessible colours**

This website provides information on best colours to use to avoid issues with contrast:

[Color | Accessibility Guidelines \(carnegiemuseums.org\)](https://www.carnegiemuseums.org/en/Color-Accessibility-Guidelines)

- use single colour backgrounds and avoid patterns or pictures
- avoid using green and red as this will cause issues for people who are colour blind
- try using cream or soft pastel instead of a white background
- don't rely on colours to convey your message

### **Accessible fonts**

- Sans Serif fonts: Arial, Verdana, Helvetica, Calibri, Century Gothic, Tahoma
- Slab serif fonts are suitable for headings: Rockwell, Courier
- 24 font size for presentations
- 12 to 14 font size for other documents
- font size for posters should be 24 to 36 for the body, 40 to 56 for subheadings and from 72 to 158 for the heading

## Alt-text

Alt text is a way to describe images for people who use screen-reading tools. You can add alt-text anywhere from your papers in word, to PowerPoints, or even images on Twitter. This makes your content immediately more accessible to a larger audience.

Good alt-text should be short and descriptive. You should consider the context of the image within the text when you are describing it. For examples and more information, please visit the following pages:

[Write good Alt Text to describe images | Digital Accessibility \(harvard.edu\)](#)

[Everything you need to know to write effective alt text \(microsoft.com\)](#)

If you would like to practice writing alt-text, you can use this website: [Poet Image Description - Practice Describing \(diagramcenter.org\)](#)

Visit this website to read more about how to make your PDFs accessible: [Create and verify PDF accessibility, Acrobat Pro \(adobe.com\)](#)

We are always looking for ways to improve our accessibility. If you have any tips, please share them with us!