Accessibility: Best Practices for Virtual PowerPoint Presentations

Delivering virtual presentations can be tricky. These tips can help to make your next presentation successful for you and your attendees!

- **Describe your slides during the presentation:**

Remember to provide a summary for any key graphs, videos, images, and bullet points featured on your slides.

- **Check the color contrast of your slides:**

Review your PowerPoint slides to ensure that there is sufficient color contrast between text and background, as well as images. Here's a great tool from Web AIM, color contrast checker.

- **Read questions, presentation polls, and platform chat posts aloud during the presentation:**

To ensure that all attendees have the full presentation experience, be sure to read questions and chat replies for other attendees. Provide event participants plenty of time to answer.

- **Provide your slides ahead of time:**

Send a link for attendees to access your slides before the presentation. It is also helpful to provide a resource document with links mentioned during your presentation.

- **Caption your videos:**

Ensure that any videos within your presentation are closed-captioned.
  - Microsoft Office PowerPoint Accessibility Resources

Guide for Adding Closed Caption or Subtitles to Media in Powerpoint

Make your PowerPoint Presentations Accessible to People with Disabilities