

Guide to creating a great and accessible presentation

Follow these best practices to ensure your content is engaging and accessible for everyone.



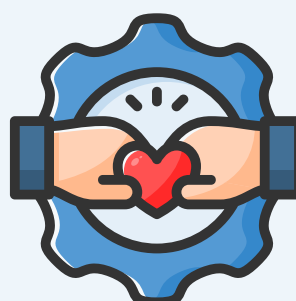
Keep it clear and focused:

- One topic per slide - avoid information overload.
- Use bullet points or visuals rather than paragraphs of text.
- Aim for 10-20 slides for your 30 minute session (with room for Q&A).



Engage your audience:

- Include interactive moments (polls, reflection questions).
- Use visuals and diagrams to explain complex ideas.
- Relevant short video/audio clips can be included (captioned if possible).
- Add your key takeaways at the end - helpful for audience note-taking.



Make it accessible:

- Use alt text for all images, charts, and graphs
- High contrast between text and background
- Ensure meaning isn't conveyed by colour alone
- Avoid jargon, acronyms, or complex language without explanation.
- Avoid flashing or blinking elements.
- Stick to sans-serif fonts for easier screen reading.
- Use PowerPoint's built-in accessibility checker



And finally...

- Keep slide animations minimal - use only simple transitions.
- Test all media in the platform you'll be using.
- Add your name, session title, and contact info to the first and last slides.
- Save a **PDF version** of your slides (with accessibility tags if possible) to share with attendees.