Tips for designing accessible conference talks/posters:

The following suggestions are targeted to make presentations accessible but they also represent general good practice that will make content easier to follow for any viewer, thus increasing the impact of presentations and ensuring inclusion.

TALK GUIDELINES

- Speaking:
  - Before starting ensure your microphone works and everyone can hear you
  - Speak slowly and clearly (regularly check your speed of delivery)
  - Minimise use of jargon and technical terms
  - Avoid the use of pointers, or also describe where in the slides you are pointing
- Text:
  - Minimize text on slides
  - Use large font size (suggested minimum font size 30 - 32)
  - Use simple (sans-serif) texts such as Helvetica, Arial or Verdana and be consistent in their use
  - Avoid all capitals and italics
- Figures:
  - Minimize the number of figures per slide
  - Simplify figures to highlight key features you wish to convey
  - Clearly describe figures you show on slides
- Minimize the amount of slides
- Share your draft talk with as many (diverse) peers as possible for feedback
- Consider the use of colour:
  - Use high contrast colours that are clearly distinguishable (e.g. pale grey/black or deep blue/white) - WebAIM contrast checker
  - Use sequential brightness colour maps - scientific colour maps
  - Avoid colour pairings that are problematic for colour-blind viewers such as red/green
  - Use things other than colour to distinguish information where possible (e.g., symbols)
  - Test your colour figures using online colour-blindness simulators (e.g. DaltonLens colour blindness simulator or Coblis colour blindness simulator)
- Videos/animations:
  - Only include if necessary
  - Clearly describe contents before playing

- Limit speed
- Show stills of relevant sections in addition to the main animation
- Play more than once if time permits

POSTER GUIDELINES

- Layout:
  - Have a clearly organised logical structure (e.g., numbered sections)
  - Avoid clutter and allow sufficient white space
  - Visually highlight sections with borders/coloured headings
  - Use a consistent muted colour scheme with high contrasts between text/background colour, preferably avoiding black on plain white
  - Avoid having large background images
- Display information in numerous ways
- Share your draft poster with as many (diverse) peers as possible for feedback
- Text:
  - Minimise
  - Use simple (sans-serif) texts such as Helvetica, Arial or Verdana
  - Optimal Line spacing f 1.2-2
  - Use plain language
  - Define acronyms
  - Avoid jargon
- Figures:
  - Caption/title all images
  - Don't place text over images
  - Place close-by relevant text, and include figure references in text
  - Ensure images are high resolution
  - Keep diagrams as simple and as clear as possible (e.g., avoid multiple datasets on one graph)
- Consider use of colour:
  - Use high contrast colours that are clearly distinguishable (e.g., pale grey/black or deep blue/white) - WebAIM contrast checker
  - Use sequential brightness colour maps - scientific colour maps
  - Avoid colour pairings that are problematic for colour-blind viewers such as red/green
  - Use things other than colour to distinguish information where possible (e.g., symbols)
  - Test your colour figures using online colour-blindness simulators (e.g. DaltonLens colour blindness simulator or Coblis colour blindness simulator)

- Consider including a QR code that links to more information/ downloadable version in a format that allows alteration of font and interpretation by a screen reader .doc/.html
- Consider having print outs to hand out if relevant (e.g., large format poster or relevant papers)
- Consider suggesting questions that people might want to ask (e.g., "Ask me about ...")
- Consider providing a way for people to ask questions non-directly (e.g.,. point out your contact details, and set a time you will check and respond to online questions)
- Presenting:
  - Speak slowly and clearly
  - Ask attendees if they would like you to talk through content, enquire as to their background to pitch accordingly, respect preferences to just read for themselves (direct viewers to digital versions if you have provided them)
  - Ensure you don't exclude attendees who wish to discuss with you. Try and draw people who wish to speak into ongoing discussions or consider inviting people to come back to discuss one-on-one at a later period

These guidelines are based on information from the following resources – please read for further detailed information:

- [Web Accessibility Initiative](#)

- [University of Washington Center for Research and Education on Accessible Technology and Experiences](#)

- [Disabilities, Opportunities, Internetworking, and Technology - conference talk](#)

- [Disabilities, Opportunities, Internetworking, and Technology - conference poster](#)

- [Accessibility in government](#)

- [AUCD](#)

- [VOCALEYES](#)

- [SIGACCESS](#)

- [Colour and communication in geoscience](#)

- [The misuse of colour in science communication](#)

- [Scientific colour maps](#)

- [Michigan State University - LaTeX accessibility checklist](#)