McGill Sustainable Events Certification Program

Document & Presentation Accessibility

Why?

Making your documents and presentations accessible ensures that event attendees who experience various barriers to participation can navigate electronic documents and engage with presentations with the same level of independence and privacy as anyone else. [Source] [Source]

How?

We strongly recommend you implement these tips for event documents and presentations:

- Use sans serif fonts (e.g., Arial, Helvetica) with the size 12 points or larger for documents and size 16 points or larger for presentations.
- Use bullet points and smaller paragraphs instead of long chunks of text.
- Use formatting (**bold**, *italics*, underline) appropriately to highlight key ideas.
- Provide a table of contents or list of sections.
- Send out documents and slideshows in advance, if possible.
- Provide written descriptions and captions for all images (Alt-Text).
- Use a screen reader to verify the accessibility of your documents, if possible.

Other best practices for **document accessibility**:

- Use true headings.
- Use "left aligned" instead of "justified" text identification.
- Use the Accessibility Checker in Microsoft Word and consult Accessibility Checker rules.
- For long documents, provide a short summary (2–5 sentences) highlighting key points.

Other best practices for **presentation accessibility**:

- Limit the use of animation.
- Provide text transcript and/or closed captions for any videos.
- Use good color contrast combinations for the background and the text.
- Avoid having text overlaid on images, or images overlaid on one another.
- Use punctuation at the end of the bulleted points so the screen reader knows where to stop.
- Indicate the page number (in size 14 points) on every slide for easier navigation.
- Slide transition should move from left to right, at minimum speed. If possible, add a sound to clearly indicate slide transition.