

## KCACTF Region 5 Accessibility Checklist for Workshop Presenters

We strive to host an inclusive, accessible Festival that enables everyone, including those with visible and invisible disabilities, to engage and participate fully. With that in mind, please consider the items below when preparing your workshop or view [Creating Accessible and Engaging Presentations](#) from AHEAD for similar suggestions in video form.

- Use an easy-to-read font face for presentations and handouts – simple fonts with consistent thickness.
- Avoid using small print on presentations.
- Limit the amount of text on each slide.
- Make slide text and important visuals big enough to be read even from the back of the room.
- Use sufficient contrast between colors, including between text and background colors, and between colors in graphs.
- Activate captions on any video used in the presentation.
- Verbally describe visual materials (e.g. slides, charts, videos, etc.).
- Provide a verbal overview of information in textual materials.
- Have a way to share materials with individuals who may not be able to view screens or flip charts (link, QR code, etc.)
- Have some printed copies available (in a larger font).
- Always face the audience when speaking and listening.
- Keep hands and other objects away from your mouth when speaking.
- Use a microphone (if available).
- Repeat questions from the audience before responding, especially if there is not a roving microphone available.
- Remember potential accessibility issues with participant activities, and have alternatives ready.

### Adapted from the following sources:

- American Bar Association Commission on Disability Rights, *Planning Accessible Meetings and Events: A Toolkit*.
- Cornell University Division of Human Resources, Accessible Meeting and Event Checklist.
- University of Maine Center for Community Inclusion and Disability Studies & Speaking Up for Us of Maine. (2020). *Planning accessible meetings and conferences: A suggested checklist and guide*.
- Web Accessibility Initiative (WAI) document: [Developing Web Accessibility Presentations and Training](#).