**Access Information for Presenters**

It is OPHA’s desire to make all meetings accessible to the widest range of people possible. Please pay special attention to members of the audience with disabilities.

For information about accessibility services provided for registrants, contact Jessica Coughlin, at [Jhamm1@eou.edu](mailto:Jhamm1@eou.edu)

**Accessible PowerPoint**

The American Public Health Association’s Disability Section has created the following guidelines for creating accessible PowerPoint.

* Use the [Accessible PowerPoint Template](http://www.apha.org/%7E/media/files/ppt/ada_powerpoint_template_2015.ashx) developed by the Disability Section Accessibility Committee.
* Describe the content of graphic slides orally during your presentation.
* Have sufficient text descriptions of graphs and tables for presentations posted online or sent digitally.
* If using video, make sure the video is captioned.
* Use the PowerPoint default font of 44-point bold font for headings.
* Use 32-point font or higher for bullets.
* Include no more than six lines of text on each slide.

**Presentation Handouts**

Handouts must be available in forms that are accessible for all participants. Copies should be uploaded to the online program for those who cannot read printed versions. It's helpful to bring a few large print handouts. These handouts should be printed in a minimum of 18-point font.

**Reaching Participants with Vision Impairments**

* Describe slides briefly. Example: “This slide covers these three key points…” “This graph illustrates these key points.”
* Avoid pointing to something on the slide and using words like “this, that, these, and those”, unless you indicate what “this” means. Example: "This map shows…" Not “This shows…” People who can’t see you pointing to a slide don’t know what “this” used alone means.

**Reaching Participants with Hearing Impairments**

* Speak loudly, clearly and directly into the microphone at a moderate pace. This practice promotes understanding in the audience and allows sign language interpreters or CART transcribers time to translate what you are saying.
* Look at your audience rather than the screen or your paper. Keep your hands away from your mouth so that people who speech read can understand you. Use active words and short sentences. Words should reinforce visual material.
* Always repeat all comments and questions into the microphone.
* Videos used in presentations should be captioned.
* Ensure that only one person speaks at a time by asking members of the group to wait until they are acknowledged before commenting or asking questions.