DO'S AND DON'TS TO MAKE AN ACCESIBLE PRESENTATION

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Preparing a presentation for a congress, a seminar or just simply for some course for any educational level implies to consider to who is devoted and how the contents shown in the screen are going to be transmitted to the whole audience listening to us. In many occasions, some of the participants may have some sensorial limitation preserving them from access to all the information in the same conditions. In this article, we give some easy-to-follow advices that would allow the whole audience to access all information including those with any sensorial disability. These simple advices would also help to make clearer presentations for all the public in general.

1. Don't abuse white backgrounds. Most people have the tendency to use white backgrounds just simply because we are used to reading on white sheets but nowadays most computers and projectors emit light at a luminosity and frequency that make the sight to get tired very quickly. In addition, people affected with photophobia or extreme sensibility to light won't access the information.

2. Use high-contrast fonts. Choosing a colour font helping to improve the visibility of the text, even resorting to bold fonts, hugely helps to make all texts more easily to be read.

3. Identify clearly the titles. Those people who cannot listen clearly the voice of the speaker will thank that the subject is clearly identified in all slides in order to know if a change has produced during the dissertation.

4. Describe all images and graphics. Those people who can not visually access the slides will need an oral description of those images relevant for the presentation. In case of graphics, it will be necessary to say what the axis represent and what we want to express with that plot.

5. Look always towards the audience. There are sometimes people who need to read the lips of the speaker to follow the dissertation so it is not convenient rounding towards the screen. It is preferable to have the screen of the computer in front of us. If not, try not to speak when you are looking at the back screen. In addition, if we are not using a microphone, this also will help to improve the clarity of the sound.

6. Provide subtitles and audio description. In case of the use of videos or audios, it is convenient to add subtitles for deaf and voice description for blind. Don't forget the credits if they are relevant.

7. Use big sizes for the images. Don't use the space of just one slide to show many images. Add new slides if necessary to let the images to be well visible. Don't saturate the space with long texts either.

8. Give alternatives to the pointer. The use of a pointer is a good resource that helps the speaker to indicate some aspects of the slides. However, if possible, it must be reinforced by an oral explanation of what it is being indicated avoiding expressions such as "here" or "there".

9. Give weight to the most important ideas. Don't let the most important ideas or the conclusions to be hidden in a slide or in the oral message. All of them must be present in all sensorial channels.

10. Take care of the time. The time in any presentation is frequently very limited. Take your time to make previous tries to be sure that all ideas are transmitted by all ways during the expected duration in a clear way.