Accessibility for Presentations at CAS Events

In an effort to host inclusive meetings and conferences for all, CAS has created the following presentation requirements and recommendations.

**Universal Design Requirements**
- Use a minimum 22-size font
- Use text with sans serif font styles such as Arial, Helvetica, Verdana
- Use a minimum of 4.5:1 contrast (black and white is 21:1, for reference).
  - Utilize the [contrast checker](#)
- Use alternative text descriptions for all images.
- Ensure all videos are captioned.
  - How to Caption a YOUTUBE Video
  - How to Caption a Vimeo Video

**Universal Design Recommendations**
Provide an accessible electronic copy of your presentation.
- How to make an [Accessible PowerPoint](#)
- How to make Google Slides Accessible
- How to make an [accessible PDF](#)
- How to make a [Prezi Accessible](#)
Use Communication Access Realtime Translation (CART) or an alternative option:
- [Live Captioning on Google Slides](#)
- [Live Captioning on Microsoft 365](#)
- [Web Captioner](#)

**Speaker Guidelines**
In an effort to create an inclusive program, the following speaking guidelines should be reviewed and followed.
- Announce the start and end of the presentation.
- Articulate and describe all charts and visuals in the presentation in detail.
- Use a microphone for the audience to ask questions. Repeat questions asked by attendees before responding.
- Speak at a moderate pace.
- Provide materials in at least two formats (ie. Oral presentation and available in electronic format)
- Face the audience and omit covering mouth. Consider a face shield or clear window mask if a medical mask needs to be worn

**Additional Resources**
- [How to make your presentation accessible](#)
- [Engaging with Disabled People: An Event Planning Guide](#)