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