LTRC 2024 recommendations
for accessible presentations

To make LTRC 2024 accessible for a diverse audience, we provide you with recommendations[1] for designing and presenting your slides. We highly appreciate your efforts and support in making LTRC 2024 an inclusive event for all attendees.

Designing your presentation

Content

- Keep your content clear and concise.
- Limit each slide to one idea.
- Limit the number of bullets in a slide to six.

Text formatting – do's

- Use bullet points to cover components of each idea.
- Keep each bullet to 1-2 lines.
- Use standard bullet characters.
- Left-align your text passages.
- Use italics for quotes or highlighting ideas.
- Use extended space between characters.

Text formatting – don'ts

- Avoid large blocks of text.
- Avoid putting text at the bottom of the screen as it is difficult to see from the back of the room.
- Avoid using all capital letters, as it makes text hard to read and it conceals the use of acronyms.
- Avoid underlining text over several lines.

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[1] These guidelines are based on the AAAL JEDI guidelines and the University of Innsbruck's guidelines for accessible presentations.

- Avoid overusing of text animations, as they may be distracting for people with visual disabilities. Be consistent if you choose to use them.

Font and font size

- Use sans-serif fonts such as Aptos, Arial, Calibri, Verdana ..., as they are easier to read.
- Use a consistent font scheme.
- In terms of font size, the larger the better. Remember, your slides must be readable at the back of the room.
- Make your font size as large as possible, for example:
    - a good title size is Verdana 40 point.
    - a good subtitle is Verdana 32 point.
    - content text should be no smaller than 24 point.

Colors and backgrounds

- Use a consistent color scheme.
- Try to use the same background on each slide
- Do **not** apply shading to words or paragraphs.
- Use either light-colored background with black text or dark-colored backgrounds with light-colored text.
- Color combinations to avoid include:
    - Red and green
    - Green and blue
    - Dark yellow and green
    - Purple and blue
    - Orange and green

Graphics

- Avoid using unnecessary graphics and those that are difficult to read from a distance.
- Present tables and graphs on individual slides.

Handouts and shareable materials

- If providing handouts, offer versions in large-print format (14- to 16-point font, boldface).
- You may want to prepare downloadable versions of your presentation and/or your references and make them available through QR codes.

Presenting your paper / demo

Getting ready

- If comfortable, introduce yourself with your pronouns and invite attendees to do the same.
- Look at your audience and avoid speaking from darkened areas to help those who rely on lip-reading.

Communication style

- Always use a microphone when available. This also helps people who rely on the audio induction loop (available in some of our rooms).
- Avoid shouting but make sure you are loud enough to be heard.
- Keep a moderate speaking speed.
- Please announce if you switch between languages to give an example.
- For any images, tables or graphics you distribute or display, give a brief verbal description; this is essential for those who are blind or visually impaired.
- If possible, use the automatic live captioning functions if available in your presentation software. Click to learn how to use live captions in [PowerPoint](#) and [Google slides](#).

Handling discussions

- Always repeat questions or statements from the audience to ensure everyone has heard.
- During discussions, one person should contribute at a time, and contributors should identify themselves by name.