Check List for Planning Accessible Events – Digital Accessibility

Create Materials

The foundation of an accessible event/workshop begins with accessible materials. Following these accessibility best practices will help ensure your materials work for all individuals.

- Headings applied in a logical, sequential order allow a screen reader users to scan the content and structure of a page.
- Alt Text provides information about the content and function of an image for users with visual impairments
- Color and contrast between the text and background make it easier for those with low vision to read. Because of the impacts of color blindness, color should not be the only means of conveying meaning.
- Captions, which are text versions of the spoken word in videos, allow the content of videos to be accessible to those unable to hear the audio.
- Audio descriptions provide a description of important action that is only visible in a video for those with visual impairments.
- PDFs should be tagged to establish logical reading order and to provide a means for indicating structure, type, and alt text.
- Properly format any PowerPoint presentations that will be distributed. This includes:
  - Using only built-in slide layouts
  - Checking the reading order of all content via the Outline view
  - Not relying on the notes section to convey any key information, as it is not automatically read by screen readers.

Distribute Materials

Whenever possible, distribute materials electronically prior to your event/workshop. This creates a more accessible experience by ensuring:

- Individuals with assistive technology can access the materials on their own devices.
- Individuals can review any information ahead of time.
- Individuals can follow along in whatever modality helps them to best process the information.

Present Materials

There are a few practices that will help ensure that the delivery of your workshop is as accessible and inclusive as possible.

- Always use a microphone when one is available (even if you think you can project loudly enough).
- Describe any important images that appear on your slides.
- If the tech setup allows for it, consider the use of PowerPoint's "Subtitles" or Google Slide's "Captions."