emdria™
EMDR International Association

Accessible Presentation Tips

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EMDRIA™ is committed to ensuring that all attendees can learn, engage, and participate fully. Accessible presentations improve learning for everyone, including attendees with disabilities, English-language learners, people joining remotely, and those watching OnDemand.

Use this checklist to create clear, inclusive presentations that support a wide range of learning needs.

Important! **No Promotional Content.** Your slides and spoken content cannot include advertising or promotion for your business, products, or services.

1. Presentation Basics

Using multiple learning supports, such as visuals, examples, interaction, and clear audio, helps attendees better understand and apply key concepts.

Remember: your slides will be shared with attendees. Focus on supporting your presentation rather than putting every word on the screen.

Presenter Checklist

- ☐ I speak at a clear, measured pace
- ☐ I use visuals, examples, or stories to support key ideas
- ☐ I avoid reading slides word-for-word
- ☐ I include opportunities for engagement or reflection when appropriate
- ☐ I avoid promotional or commercial content in slides or narration

2. Slide Design Tips

Our PowerPoint and Canva templates are built with accessibility in mind. As you add your content, follow these best practices:

Presenter Checklist

- ☐ My text is **22-point font or larger** whenever possible
- ☐ I use **high color contrast** (dark text on a light background or vice versa)
- ☐ I avoid placing important text on top of busy images

- ☐ I keep slides visually uncluttered and focused on one main idea when possible
- ☐ My slides summarize key ideas rather than display everything I plan to say

3. Images, Visuals & Media

Visuals can improve understanding and help attendees connect with your content. Choose visuals thoughtfully and make sure they are accessible.

Alt Text for Images
Add alternative text (alt text) to meaningful images so screen readers can describe them to attendees who are blind or low vision.

To add alt text in PowerPoint: *Right-click image → View Alt Text*

Example: *"Three puppies sitting in grass."*

If an image is purely decorative, alt text is not necessary.

Presenter Checklist

- ☐ I use visuals that support my learning goals
- ☐ Images are copyright-free and/or properly cited
- ☐ Images reflect inclusivity and diversity
- ☐ Meaningful images include alt text
- ☐ Images do not have embedded text
- ☐ Videos or audio clips include captions/subtitles
- ☐ I verbally explain important visuals, diagrams, or screenshots during my presentation

4. Charts, Graphs & Tables

Charts and data visualizations require extra accessibility considerations. Screen readers cannot interpret graphics on their own.

Presenter Checklist

- ☐ I verbally summarize charts or graphs during my presentation
- ☐ Charts or graphs include alt text summarizing the main takeaway
- ☐ Tables use simple structures and clear column headers

Example alt text: "Bar chart showing 2016 had the highest apple sales. USDA data."

5. Video Recording Tips (For Pre-Recorded Sessions)

Clear video and audio help attendees stay engaged and reduce barriers to learning.

Presenter Checklist

- ☐ My background is neutral and uncluttered
- ☐ My face is well lit (light source in front)
- ☐ I closed unnecessary applications and notifications
- ☐ My audio is clear, echo-free, and easy to understand
- ☐ My camera is at eye level and about an arm's-length away
- ☐ I look into the camera when speaking
- ☐ I do not read word-for-word from the slides or my notes

6. Accessibility tools in PowerPoint and Canva

Both Microsoft PowerPoint and Canva include built-in accessibility tools to help identify issues before submission.

PowerPoint Accessibility Checker

Go to: Review → Check Accessibility

Presenter Checklist

- ☐ I ran the Accessibility Checker before submitting my slides
- ☐ I reviewed and corrected any errors or warnings
- ☐ I checked reading order for screen readers
- ☐ I added alt text to important visuals

Canva Accessibility Checker

Go to: File → Accessibility → Check Design Accessibility

Presenter Checklist

- ☐ I used Canva's Accessibility Panel to check for issues
- ☐ I fixed all issues for typography, color contrast, and alternative text

7. Live Closed Captions *(Optional)*

PowerPoint can automatically display live captions using your microphone. Captions can support attendees who are deaf or hard of hearing, English-language learners, and attendees in noisy environments.

If you choose to use live captions, test the feature before your session.

8. Resources & Learn More

Further guidance on creating accessible presentations, writing effective alt text, choosing inclusive imagery, and designing materials that work for a wide range of learners. When using image, always double-check the license (look for CC0, Public Domain, or No Attribution Required). For collections that require attribution, include a simple citation on your slide or in a handout.

Microsoft Accessibility

- Make your PowerPoint accessible to people with disabilities
- Microsoft Accessibility Resources

W3C / Web Accessibility Initiative (WAI)

- Making Events Accessible
- An Alt Text Decision Tree

Image Sources

- Wikimedia Commons
- Unsplash
- Pexels
- Nappy
- Disabled And Here Collection
- The Gender Spectrum Collection (VICE)