

American Heart Association Scientific Sessions 2022

PRESENTATION ACCESSIBILITY CHECKLIST

Tips to help you improve your slide deck and presentation accessibility to meet the needs of all participants at Scientific Sessions.

How to Develop an Accessible Presentation

- Create a unique title for every slide for screen reader users.
- Include an agenda or outline slide at the beginning of your presentation.
- Use a sans-serif font, such as Arial, Calibri, Verdana or Helvetica.
- Use 18-or-more-point fonts at least.
- Limit bullet points to 5 per slide.
- Keep each bullet point to one line if possible.
- Use high-contrast text against solid backgrounds; we encourage use of the [SS22 Slide Deck template](#).
- Avoid overcomplicated tables or too many graphics.
- All images and visual features should include an accurate description (alt text)

Reminder: When building your slide deck, use the PowerPoint “Accessibility Checker” to review your presentation’s accessibility. Click Review Tab, Check Accessibility, and view the Accessibility Inspection Results on the right.

How to Deliver an Accessible Presentation

- State your name and pronouns (if comfortable).
- Provide a visual description of yourself and your background.
- Describe all visual representations (images, graphs, maps, charts, etc.).
- During panel discussions, only one person should speak at a time, and each speaker should identify themselves so the audience will know who is talking.