



# Guidelines for Virtual Presenters

Thank you for being a presenter for a Kennedy Krieger event. We value the diversity and variability of participants and presenters here at Kennedy Krieger. Part of that value means ensuring that materials we present are accessible to everyone, including individuals with disabilities.

The guidelines provide a high-level checklist to support preparation and delivery of accessible, usable sessions.

We recognize that you may need support in some of the steps below, and we are here to help! Please contact us for support with ensuring accessibility by emailing [courses@kennedykrieger.org](mailto:courses@kennedykrieger.org) or submitting a Help Desk by calling (443) 923-4357.

## Accessibility Guidelines

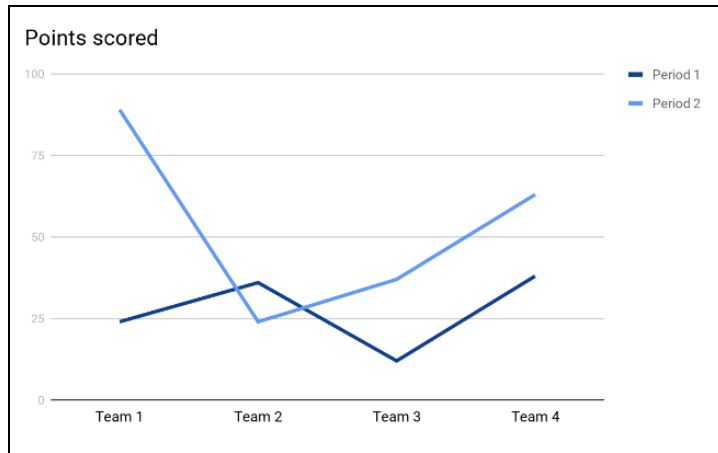
All information presented in your session must be accessible. By following the accessibility guidelines and best practices below, you are supporting increased access to your information for all attendees. Some of this information is adapted from [W3.org](http://W3.org).

### *Well Before Presentation – Prepare Accessible Materials*

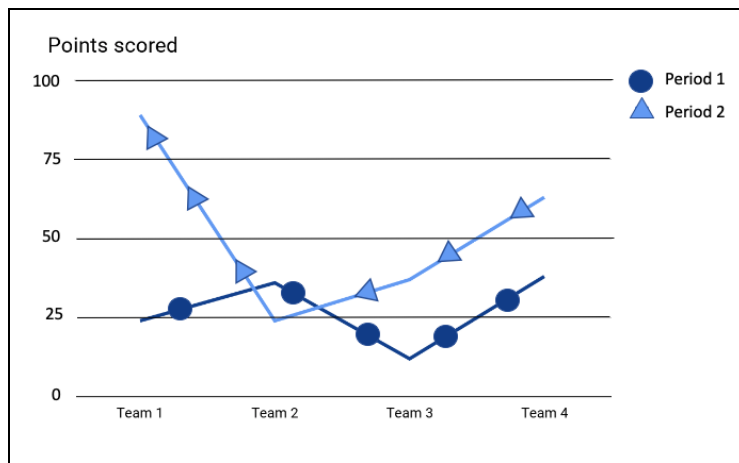
**Note:** This section focused on Slide Decks as most commonly used material for presentations, but we can also provide guidance for any other kind of presentation materials on demand.

- **Use the slide layouts/templates in your preferred slide program (e.g., PowerPoint) as these are created accessibly; creating your own layout disrupts the reading order for use with a screen reader.**
  - If you need access to an accessible, branded PowerPoint template, please reach out.
- **All slides need unique titles:**
  - When information continues onto a new slide, make it unique by adding numbers to the titles (i.e. Accessibility 1 of 2, Accessibility 2 of 2, etc.).
- All videos should be properly captioned, and captions should be turned on when played.
  - If you need support captioning video content, please let us know.
  - Automatic captions in Zoom do not caption video content played from your computer; this needs to be independently captioned.
- Ensure inserted images, videos, charts, and embedded objects have alt text by right-clicking on the image and selecting “Alt text / Edit Alt Text”.
  - The alt text should be added to the **Description** field and should include a brief description of what you intend a sighted attendee to glean from the added graphic.
  - Alt text is not needed for images that are purely decorative.

- Alt text does not replace the need to verbalize images, graphs, and charts when presenting live or recording presentations.
- If you are adding a logo to all of your slides, add it to the first slide with alt text and then insert it into the rest of your slides via the slide master.
- **Use meaningful hyperlinks that describe what the link does or is rather than adding long URLs.**
  - **Examples:**
    - **Good example: Visit the [Clinical Trials Unit](#) for more information.**
    - **Bad example: Visit <https://www.kennedykrieger.org/research/centers-labs-cores/clinical-trials-unit/for-parents> for more information.**
  - **If you want to show the link so that it could be typed into the URL bar, create a shortened link at [bitly.com](#) or [tinyurl.com](#).**
- **Use sans serif fonts with sufficient font size and avoid the use of multiple fonts.**
  - Approx. 40 point font titles and approx. 24 point font for text.
- **Keep text to a minimum (6-8 lines per slide max and no more than 30 words per slide).**
  - **The bullet points should be headlines, not news articles.**
  - **Make good use of sentence fragments using key words.**
- Use the bulleted or numbered list formatting tools in the menu bar when creating lists; avoid creating lists using symbols and manual keyboard spacing.
- Ensure that slides have a logical reading order to support use with a screen reader:
  - Reading order can be tested in both PowerPoint and Google Slides by clicking in the gray area beside each slide and using the tab key to move object to object. The order in which items are highlighted is the slide reading order.
  - Ensure a logical order that starts with the slide number (if present), then moves to the title, and last to the text boxes. The paid version (free for 30 days) of [Grackle for Slides](#) and the Check Accessibility function on the Review tab in PowerPoint can help with editing each slide's reading order.
- Ensure slide backgrounds and font colors include sufficient contrast to support visual needs. Contrast can be checked using [WebAIM's Color Contrast Checker](#).
  - Note that many official Kennedy Krieger colors, particularly the lavender, teal, gold and orange do not have sufficient contrast with white.
- Avoid flashing content as this can cause seizure activity.
- To support users who are color blind and/or attendees with low vision or visual acuity needs, ensure that color is not the only way you convey meaning (e.g., add icons to line graphs keyed by color).
  - Bad example of chart using color alone:



- Good example of graph using 2 indicators of meaning, color, and shape:



- Check your slide deck accessibility:
  - An [accessibility checker](#) (“Check Accessibility” button) is built into Office 365 products on the Review tab.
  - Download the [Grackle add-on](#) for an accessibility audit in Google Slides, Sheets, and/or Docs.

### Handouts

- Provide access to handouts and/or slides as early as possible.
- Upload handouts in accessible formats: Word, PowerPoint, PDFs, or URL links to cloud-stored documents. Check the accessibility before submitting.
  - The LDT Team can support you in checking accessibility of any materials.
  - Many of the same rules for creating accessible slides apply to creating accessible documents.

### Day of Presentation: Environment Prep & Check

- Consider using a microphone and test the internal or external microphone you will be using in advance of your session. Be ready to call in if you are having microphone difficulties.

- Having a secondary mic available as an alternate is best practice.
  - If you are local and would like to check out a microphone, please contact us.
- Have all materials to be shared cued up on your computer or easily accessible for sharing as part of your video.
- Turn on your camera. Consider using plain video backgrounds and ensure proper lighting for video. If your camera is not working properly, you may consider calling into the meeting and using your phone's camera as an alternative.
- Be mindful of ambient noise in your environment that may be causing interruptions in your audio.
- Ensure your comfort with seating, water, and/or other items to keep your presentation flowing smoothly.

## *During Presentation*

### *Presenting*

- Always make sure you introduce yourself, including a brief description of your appearance immediately before speaking for the first time, especially when speaking as part of a group.
  - Example: “My name is June Miller. I am a biracial woman in my 30s with brown shoulder-length hair wearing a red short-sleeve top and glasses. My pronouns are she/her.”
  - Continue to state your name before speaking if you are presenting with a group of people.
- When a sign language interpreter and/or captioner is present, please wait for them to be in place before beginning your presentation.
- Always turn on your video, so that attendees can clearly see your lips; this is necessary for attendees who are speech (lip) readers.
- Moderate your rate of speech and speak clearly.
- All slide information should be part of your spoken presentation; while there's no need to read the text verbatim, be sure that all information is addressed.
- Avoid using color alone to convey meaning in your graphics and when annotating on your screen or slides. This ensures attendees who are color blind and/or have low vision or other visual acuity needs can still interpret your information.
  - For example, instead of saying “items in red are required,” say “the following items are required: [read items].”
  - When using color for emphasis, *also* use **bolding** or an **asterisk\***.
- When using your mouse cursor for pointing at something on a shared screen, avoid wiggling it around too much. Consider increasing your cursor size and/or adding color ([Cursor accessibility, Windows 10](#)).
- Use descriptive language to illustrate all meaningful graphics and where they are located on the slide including pictures, charts, graphs, maps, diagrams, etc...
  - Example: In the bottom left-hand corner, the chart shows that John's auditory comprehension steadily increased with a text reader between August and December.

- Share any URLs that attendees should access during the presentation on multiple slides and post them to the chat. URLs shared in the chat must include the entire web address starting with <http://> or <https://> in order to be clickable by attendees.
  - Consider creating and sharing a document that includes all your URLs as descriptive hyperlinks.
  - When possible, long URLs should be shortened using a link shortener, and given descriptive endings (e.g., [bit.ly/KennedyKriegerInstitute](http://bit.ly/KennedyKriegerInstitute))
- Support engagement, focus, and brain stimulation by building in brain breaks and mindful moments during your presentation.

### *Taking questions*

- Build-in opportunities for questions.
- Offer multiple and flexible means for attendees to ask and/or answer a question:
  - Raising hands with Zoom/Teams buttons, typing in chat, backchannels like [Padlet](#), [Lino](#), or [Yo Teach!](#)
- Repeat all attendee questions/answers when verbalized or typed in the chat.
- Summarize audience response to a poll-type question, “Approximately  $\frac{2}{3}$  of the audience said yes.”

### *Additional Support*

- Microsoft’s [PowerPoint Accessibility Guidelines](#)
- Email LDT Staff: [courses@kennedykrieger.org](mailto:courses@kennedykrieger.org)

## **Technical Aspects/Connectivity Guidelines**

### *Guidelines for Zoom/Teams presentations*

- Your Internet connection and speeds can be checked using [Speedtest](#).
- Wired ethernet connections are faster than wireless connections.
- If using a wireless connection, move as close to the wireless access point as possible.
- If using a wired or wireless connection, turn off unnecessary devices to conserve bandwidth.
- Computer resources should be kept to a minimum. Close programs not associated with the presentation.
- If you are using a Zoom or Teams application, make sure it is up to date.

### *Zoom/Teams system requirements*

- An internet connection – broadband wired or wireless
- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam - built-in or USB plug-in

### *Zoom/Teams supported operating systems*

- macOS X with macOS 10.9 or later
- Windows 10\*
  - Note: For devices running Windows 10, they must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.

- Windows 8 or 8.1
- Windows 7

### *Bandwidth requirements*

- The bandwidth used by Zoom will be optimized for the best experience based on the participants' network. It will automatically adjust for WiFi or Wired environments.
- Recommended bandwidth for meetings and webinar panelists.
- For group video call-in (Your Internet connection and speeds can be checked using [Speedtest](#)).
  - For high-quality video: 1.0 Mbps/600kbps (up/down)
  - For 1080p HD video: 3.8Mbps/3.0Mbps (up/down)
  - For gallery view and/or 720p HD video: 1.5Mbps/1.5Mbps (up/down)
  - For screen sharing only (no video thumbnail): 50-75kbps
  - For screen sharing with video thumbnail: 50-150kbps

### *Supported browsers*

Always keep your web browsers up-to-date for best performance and security.

- Windows:
  - Chrome (recommended)
  - Firefox
  - Edge
- Mac:
  - Chrome (recommended)
  - Firefox
  - Safari

### *Processor and RAM requirements*

#### *Processor requirements:*

- Minimum: Single Core 1Ghz or Higher
- Recommended: Dual Core 2Ghz or Higher (i3/i5/i7 or AMD equivalent)

#### *RAM requirements:*

- Minimum: N/A
- Recommended: 4Gb

**Notes:** Dual and single core laptops have a reduced frame rate when screen sharing (around 5 frames per second). For optimum screen sharing performance on laptops, we recommend a quad core processor or higher.