

Presentation Accessibility

University of Colorado Boulder
[Digital Accessibility Office \(DAO\)](#)

bit.ly/denver-presentation-a11y

Meet the Team



Megan Mock (She/Her)
Digital Accessibility
Services Manager



Mike Williamson (He/Him)
Assistant Director



Ally Bartley (She/Her)
Accessibility Training and
Outreach Manager



**Marisha Lamont-Manfre
(She/Her)**
Accessibility & Usability
Assessment Manager



Steven Yi
Digital Accessibility
Services Coordinator

Agenda

- Video platform accessibility
- Accommodations
- Captions
- Working with presenters
- Presentation materials, structure, and delivery
- Event promotion & registration
- "Spot the inaccessible presentation practice" activity

Video Platform Accessibility

Virtual Meeting and Event Software

- Always consider the accessibility of the platform you're using for an event or presentation.
- **Zoom:** Largely accessible.
- **Teams:** Usable, but has some inherent issues.
- Other platforms: contact AUL@Colorado.EDU.

Using Zoom and Teams Tools

- Avoid **requiring** the use of Chat.
 - Not every participant will have quick access to Chat.
- Repeat questions and comments from Chat before responding to them.
- Avoid **requiring** the use of Reactions to communicate.
 - Provide multiple options to participate, such as Chat, Raise Hand, or unmuting (for smaller meetings).
- Provide sufficient time to respond to polls and presenter questions.
- Resource: [Zoom Accessibility Best Practices](#).

Using Other Presentation Tools

- Mentimeter: most accessible polling/quizzing option.
- Zoom Polling: generally accessible with a few caveats.
- PollEverywhere: generally accessible for **multiple choice & short answer**.
- Kahoot: relatively accessible.
- **Padlet**: relatively accessible depending on the size/activities included.
- **Jamboard**: generally inaccessible; avoid.

ASL Interpretation in Zoom

- Zoom Webinars
 - [Add interpreter as panelist](#) (host)
- Zoom Meetings
 - [Spotlight the interpreter](#) (host)
 - [Pin Video](#) of interpreter (participant)



Accommodations

Recap: Accommodations

- An **accommodation** is a change to provide equal access to a person with a disability
- Could be a change to...
 - Process
 - Service
 - Technology
 - Environment
- **Ex:** captions; audio description; access to presentation materials



Providing Accommodations for Virtual Events

- Fulfilling accommodation requests is **required**.
- Event host may be required to enable certain features or settings in the virtual environment in advance or on the day of the event.
- Having a moderator available to address accessibility questions during the presentation can be helpful for audience and presenters.
- If it's an ongoing series or a fully remote course, check in regularly with participants about access issues.

Captions

Understanding Captions and Transcripts

- Captions and transcripts give individuals who are d/Deaf or hard of hearing access to your audio or video content.
- Should reflect spoken content, important non-speech sounds, music description, and when possible, indications of tone when someone is speaking.
- Benefit a wide variety of users, including:
 - People who are not fluent in the video's language.
 - People who are unaccustomed to the speaker's accent.
 - People who learn best by reading (or reading and listening simultaneously).
 - People trying to watch your video in a noisy place.

Transcripts versus Captions

- **Transcript**

- Written version of the audio contained in a video or audio file.
- Should be provided for audio-only content (e.g. **podcasts**).

- **Captions**

- A transcript that is timed to appear in sync with the audio while playing a video.
- Should be provided for video content with audio.

Automated versus Human-Edited

- **Automated**

- Created by a computer algorithm.
- Sometimes called **automated speech recognition (ASR)**, **auto-generated**, or **auto-captions**.

- **Human-edited (recommended)**

- Created by a human.
- Could refer to automated captions that have been edited by a human.

Live versus Post-Production

- **Live**

- Synchronous, created in real-time.
- Sometimes called **CART**, **C-Print**, or **Real Time Captioning (RTC)**.
- Lower expected accuracy than post-production.

- **Post-Production**

- Created after the recording has been made.
- Accuracy level should be very high.

Open versus Closed (Captions Only)

- **Open**

- Always visible, cannot be turned off.
- Sometimes called **burned-in**.
- Can't adjust appearance.

- **Closed (recommended)**

- Can be turned on/off by the viewer.

Event Captioning Recommendations: Live

- Live presentations where your audience is unknown, we highly encourage creating a registration form or process for attendees to request accommodations.
- If registration *is not* required or an attendee has requested captions as an accommodation, **human-created live captioning** should be provided.
- If registration *is* required **and** your registration form includes a question about accommodations **and** no one has requested captions, automated captions can be used.

Live Captioning Resources and Tools

- Contact the appropriate office on your campus to request human-created live captioning.
- **Automated captioning tools:**
 - Zoom live transcript
 - How to enable Zoom captions for your audience
 - Teams live captions
 - PowerPoint
 - Google Slides

Event Captioning Recommendations: Post-Event

- If a video or audio recording of your event will be hosted publicly online, **human-edited post-production captions or a transcript** should be provided.
- **Option 1:** Submit your content to a 3rd party vendor.
 - Well known vendors: 3Play Media, Rev, and Verbit.
 - Check if there is a campus service or office who can submit to a contracted vendor on your behalf.
- **Option 2:** Create and edit captions in-house.
 - Review [DIY Captioning](#) guidance to get started.

Working with Presenters

Presenters and Accessibility

- Share [presentation best practices guidance](#) and any information about accommodations they need to help fulfill for the audience.
- Ask if they need accommodations themselves.

Presentation Materials

Create Accessible Materials

- Ensure your materials are accessible:
 - [Word Accessibility](#)
 - [PowerPoint Accessibility](#)
 - [PDF Accessibility](#)
- When in doubt, provide HTML (website) or .docx instead of (or in addition to) a PDF.

Share Your Materials

- Share materials in advance, if possible.
- Provide a [short link](#) in the chat and read the link aloud at the start of the meeting if you can't share in advance.
- Have all presenters are sharing their materials in advance if possible.
- We recommend recording your presentation and sharing it after the fact, if possible.

Presentation Structure

Presentation Structure & Accessibility

- Provide an agenda in advance, if possible.
- Provide clear structure & objectives at the start of the event/meeting.
- Have all presenters introduce themselves at the start.

Structure Interactivity

- Let people know how and when they can / should interact.
- Provide multiple ways to participate and ask questions.
- Don't force breakout room participation.
- Don't require video on when possible.

Using Virtual Meeting Communication Tools

- Avoid **requiring** the use of Chat.
 - Not every participant will have access to Chat.
- Repeat questions and comments from Chat (or audience) before responding to them.
- Avoid **requiring** the use of Reactions to communicate.
- Provide sufficient time to respond to polls and presenter questions.
- [Zoom Accessibility Best Practices](#)

Presentation Delivery

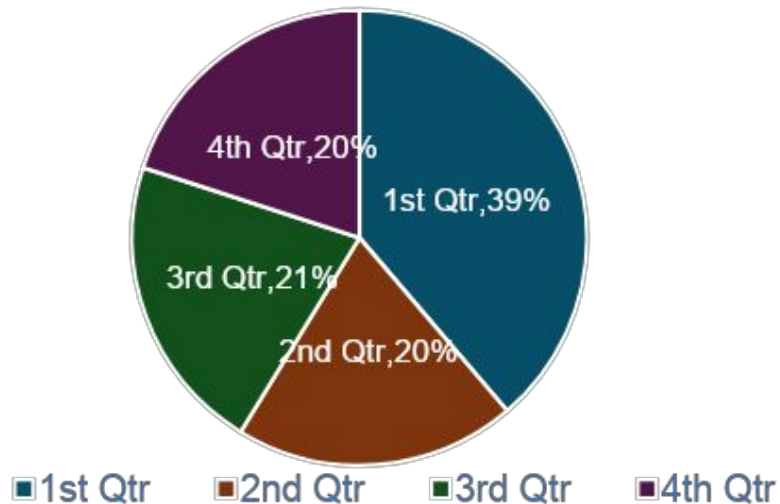
Pay Attention to Pacing

- Pause to check for understanding regularly.
- Allow time for processing after you ask questions.
- Build in time for breaks during long presentations.
- Avoid rushing or trying to cover too much content for the time allotted.
- Build in time for questions from the audience.

Provide Verbal Descriptions

- Describe meaningful content.
 - All text content (can summarize), images, charts, graphs, etc.
- Avoid demonstrative pronouns & directional references.
- **Read more:** [Providing spoken descriptions of visual content.](#)
- Spell out contact info or link text.

Fiscal Year Sales



Self Descriptions

- Allow presenters the option to verbally describe their appearance or their environments.
- **What this is:**
 - A chance to describe appearance and visible identities for people who can't see you.
 - Self description can be simple or more personal and creative.
- **What this is not:**
 - An opportunity to sarcastically poke fun at this practice.

Event Promotion & Registration

Event Promotion

- Make sure your promotional materials are accessible.
- If sending out a digital flyer, provide text in the email or body of text as well.
- Mention that accommodations are available upon request and any accessibility features that will be proactively provided.

Event Registration

- Event registration is highly recommended.
- Describe the event structure and agenda to help people assess whether they may want or need to request an accommodation.
 - Videos, polls, software, interactive components or activities, etc.

Event Registration & Accommodations

- Include a registration question where people can indicate if they have any accommodation requests.
- Indicate how much advance notice is required. (At least 5 business days is recommended, but you can specify more. For live captioning, this may not be enough time.)
- If you are providing instructions to contact someone to request accommodations or for accessibility questions, include an email address **and** phone number.

Event Registration Language Examples

- “Do you have a disability and require an accommodation to be able to access this event? If yes, please describe accommodations below. Please note that accommodation requests received less than 5 business days before the event may not be able to be fulfilled.”
- “If you have a disability and require assistance, please inform (**planner**) by describing your requirements below or contact (**planner & their contact information**).”

Event Registration Language Examples, Cont.

- “If you have a disability and require accommodation in order to fully participate in this activity, please check this box. You will be contacted by someone from our staff to discuss your specific needs.”
- “For questions about accessibility or to request accommodations please contact (**name**) at (**phone and email address**). Two weeks advance notice of need for accommodations is requested.”

Activity:
**Spot the inaccessible
presentation practice**

Activity

Watch the video clip and tell us what the presenter could have done differently to be more inclusive and accessible to their audience.

- [Presentation practice #1](#)
- [Presentation practice #2](#)
- [Presentation practice #3](#)
- [Presentation practice #4](#)

Questions?

Additional Resources

- [Canvas Accessibility Checklist](#)
- [Subscribe to our Digital Accessibility Newsletter](#)
- [DAO Self-Paced Resources](#)
- [Follow the DAO on LinkedIn](#)
- [Accessibility Fundamentals for Digital Communicators](#) - system-wide
- [Virtual Office Hours](#) - Fourth Tuesday of each month from 1 to 2 PM

Contact us

Digital Accessibility Office

DigitalAccessibility@Colorado.EDU

Thank you!

Please provide feedback on the
training you received today -
[feedback survey](#)