

MASTS Accessibility Guidance for Presenters

MASTS wishes to **promote inclusivity and improve the accessibility of MASTS communications and activities**. Below we outline actions and guidance that MASTS pledges to undertake in its communications and events so that all content is accessible to those who wish to engage with the organisation. By improving the accessibility of MASTS events, we can promote an inclusive environment and proactively combat discrimination that our members may face.

If you have any questions about this document, please email MASTS at masts@st-andrews.ac.uk.

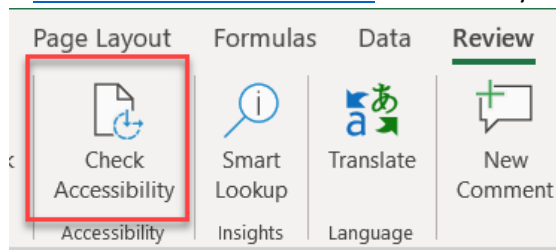
This document is for anyone who will be providing a talk at an event hosted or organised by MASTS.

- MASTS encourages presenters to speak slowly and clearly, use concise and obvious language and avoid complex unexplained metaphors.
- Presenters are encouraged to add pauses at the end of a slide or an important/technical point.
- Avoid and minimise the use of flashing images and moving animations, as this can cause migraines and seizures. If an image is to be included that does move or flash, the presenter must inform viewers beforehand.
- Do not use all caps, it is harder to read the contrast of the letters.
- Use text in at least size 24 or size 28 for headings to make it readable for attendees viewing the slides from a distance in large venues.
- Avoid putting large amounts of text on a single slide and over-crowding. Leave adequate space
 - If you do have large sections of text break it up by using bullet points and numbering.
- Use fonts that are sans serif like Arial, Calibri, or Verdana.
- Avoid narrow margins.
- The use of colour to highlight important point should not be heavily relied on. Instead, presenters should consider formatting such as making text bold.
- Use plain (single colour) backgrounds rather than graphic ones (especially images).
- Use colour friendly palettes to help those with colour blindness and ensure there is sufficient contrast between text and background colours. Contrasts can be checked here with these three online tools: [Accessible colour contrast palettes here](#), [AIM colour checker website here](#) and [the colour oracle here](#).
- Try to avoid underlining (except for weblinks).
- Do not use tables where they are not necessary as screen-readers often read them in an order that is unintuitive.

If you are happy to share your slides in advance:

- Please ensure your slides are prepared via PowerPoint or Google Slides format, MASTS can then share your slides to anyone who wishes to print them off for ease of reading.
- Include image descriptions in documents for people to use with screen-readers. When producing a Word document or PowerPoint, you can right click on the image and there will be a "Alt Text" option. This can also be found under the Format tab when the image has been selected. Advice on Alt image description is provided under the social media tab.
- Use accessibility checkers on material before circulating.

- Microsoft Office software on Windows, MacOS, or the Web (Office 365) all have an “Accessibility Checker”. Turn this on, and you’ll receive a list of fixes for your document to make it more accessible. [More information at this link](#) - for older systems see the last section.



For pre-recorded talks please follow the above guidelines and ensure pre-recorded videos are captioned and that the audio is clear for participants who are hard of hearing. If you are unable to include closed captioning, please inform MASTS.

Helpful links

- [Microsoft accessible presentations.](#)
- [Microsoft Accessibility checker.](#)
- [Slide reading order.](#)
- [Contrast checker.](#)
- [Color Oracle](#) (colour blindness simulator).
- [Writing Alt text guidance.](#)

General Accessibility

- [UK Home Office Resource.](#)
- [Microsoft guidance on making material accessible.](#)
- [AbilityNet](#) has advice on making your device easier to use if you have a disability.

EDI and Accessibility in Science

- [QR codes for posters.](#)
- [Rethinking the design of science posters.](#)
- [EGU post on inclusive language.](#)
- [EGU post on accessibility and inclusiveness.](#)
- [The Ultimate Guide to Accessible Presentation Design.](#)