Accessibility Guidelines & Resources

As part of AACC's efforts to make the ATE Conference program accessible, we ask that you follow some general guidelines regarding the preparation and presentation of your ATE Connects submissions.

Preparation of PPT Slides

- Minimize the amount of text on each slide. Use bullet points.

- Use large **(at least 24 point)**, simple fonts, such as sans serif (Arial, Calibri, Verdana, etc.) that are easy to read.

- Use high contrast easy to read colors. Avoid using any light or white font.

- Avoid formatting text to overlap on any pictures or background images.

- Keep graphs and tables simple, and make sure they are legible and labelled.

- Avoid the use of moving or flashing images.

- Add alternative text for images. For instructions on formatting alternative text, click here.

- Preview slides in grayscale. Make sure that slides are understandable without color.

- Use closed captioned videos whenever possible. **Note: AACC will provide captioning for all ATE Connects media file submissions.**

Audio Presentation

- Speak slowly and clearly. Do not cover your mouth while speaking; and do not block the screen.

- Describe images and graphics on slides when it applies to the content being presented.

- Explain any background context that might be crucial to understanding.

- Explain directions for any activities and post them on the PowerPoint.

- Give a brief description of a video before playing it.

- Define acronyms upon first usage, and avoid using slang, jargon, or ambiguous terms that limit universal understanding.

Additional Resources

- **AccessATE – Supporting Accessibility for Advanced Technological Education**
  https://ate.is/accessate

- **Universal Design for Learning Guidelines**
  http://udlguidelines.cast.org/