



WASHINGTON DEI EMPOWERMENT CONFERENCE

-  *Anti-Racism*
-  *Equity*
-  *Diversity*
-  *Inclusion/Belonging*

DEI Empowerment Conference Accessibility Requirements

Inclusion is one of the conference's key values. We strive to model inclusion by ensuring that our presentations and presentation materials are accessible to the visually impaired. If your presentation proposal is selected for the conference, we will ask that your materials meet the following criteria.

All Materials

Font Styles & Sizes

- Use brighter colors over darker backgrounds and darker colors over more brilliant backgrounds to increase color contrast and make text easier to read.
- Do not use color combinations of green and red together or blue and yellow together. These color combinations decrease visibility for folks with colorblindness and other visual impairments.
- Color is never used as the only way of signaling meaning
- Limit to 1-2 simple, accessible fonts such as Arial, Tahoma, Helvetica, and Calibri.
- URLs and hyperlinks are used thoughtfully based on the intended use of the document. (Hyperlinks for content that will be downloaded and used digitally, URLs for content that will be displayed or printed.)

Document & Slide Color Themes

- Document and slide color themes pass accessibility checks in the document platform's built-in accessibility checker.
- Use an online tool like the [Accessible WEB](#) or [Accessibility Checker](#) tools.

Accessibility Checkers

- The document platform's (Adobe PDF, MS PowerPoint, MS Word, GoogleDocs, Canva, etc.) built-in accessibility checker results in no errors.
- For PDF documents, you may also use the PAC 2021 PDF Accessibility checker which can be easier to interpret the accessibility issues. Here is an [instruction video](#).

Materials to be presented on-screen during the conference

Font Styles & Sizes

- Minimum font size 24 pt
- Type out full URLs for content that will be displayed or printed.
- If the document will be used for both display/printed use AND digital download, make sure to provide a hyperlink to the URL within the body of the presentation. You can list the URL after the hyperlink, or you can call out the URL on a separate reference page or slide.
- Allow one inch of space at the bottom of the screen without text or images to avoid interference with the captioning translation for the hearing impaired

Document / Slide Content

- Presenter ready to describe critical images verbally for the visually impaired

Content Positioning

- Allow one inch of space at the bottom of the screen without text or images to avoid interference with the captioning translation for the hearing impaired

Materials to be shared as downloadable resources

Font Styles & Sizes

- Styles tools have been used to create a heading hierarchy (heading style 1, heading style 2, etc)
- Minimum font sizes used (Slide presentations – 24 pt font, other documents – 12 pt font)
- Only content that is a hyperlink is underlined, underlining is not used to emphasize headers that are not hyperlinks.
- Font color is not used as the only way to emphasize a line of content, it is paired with bold or other emphasis indicators.
- Use Hyperlinks to mask URLs for content that will be downloaded and used digitally.
- If the document will be used for both digital download and printed use, make sure to provide a hyperlink to the URL within the body of the presentation. You can list the URL after the hyperlink, or you can call out the URL on a separate reference page or slide.

Document / Slide Content

- Presentation slides have 6-8 lines, or 30 words or less, of text per slide
- All images have “alt text” or are designated as decorative if they are not critical visuals for the presentation

- All SmartArt, tables, and other images have “alt text” added that describes the SmartArt and table content

More Recommendations

For more recommendations check out the [DO-IT webpage](#) from the University of Washington.