So you want to live stream? And make it accessible? Great! Welcome!

We're excited that you want to livestream, too! Whether you are conducting a webinar, presenting in an online panel, or participating in an online conference, it's important that your content be as accessible to disabled and nondisabled audience members, so everyone can follow your presentation.

Key to accessible presentations, face-to-face or online, is proper preparation and contextual awareness. Knowing your audience, where you'll be presenting, the affordances of the platform or venue, as well as what challenges you face can be key.

Live streaming has a number of variables, and each variable makes things more complex. To keep focused and remain productive, this guide will cover the key factors to understand.

Before your presentation:

1. Write your presentation using simple language: Avoid jargon, acronyms, and idioms if possible--these can be confused in interpretation. If you need to use a specialized term, or you want to introduce an acronym because you'll be using it a lot, include a sentence in which you explain that term or acronym.
2. Wear solid colors if at all possible. . Colors should contrast with your physical background.
3. Try to keep the background clean and simple; multiple objects, arts, dogs, cats, and moving people can be very distracting
4. Plan for bright, consistent lighting on your face and upper body. This lets people see your face when you speak--this helps some participants or viewers better understand the material.
5. Make sure your PowerPoint or Prezi slides are accessible: a simple layout, high-contrast text. We have resources for accessible PowerPoint design below!
6. Check any audio you plan to show for captions. If there are no captions, you can submit a link of the video or audio file to XXX beforehand, so the American Sign Language interpreters and CART (Communication Access Real Time) transcribers can prepare the information for different audience members.
7. Learn about the accessibility features of your technology and streaming platform. Be familiar with your microphone, headphones, and speakers. If you have headphones with a built in microphone from the past couple years, it should be fine. If you will be speaking during your presentation, consider using a headset to reduce feedback.
8. Let your panel chair know beforehand if and how you will be engaging on social media during the presentation. The chair can direct people to your Twitter username, or if you won't be on Twitter, can read aloud questions people direct toward you on Twitter.

During your presentation:

1. Pause between topics; this gives people time to process information.

2. Ask the audience to give you feedback on how clearly they can hear you. Feedback, one common problem, often results from presenters having their microphone turned too high or being too close to their mic.
3. Describe any visual information on your slides, so that people with visual disabilities can follow along. Make sure that you point out the key pieces vital to connect to the presentation.
4. If you ask the audience to respond to a question or to do something in response to a question, be sure to summarize the response, such as "Nearly the whole room raised their hands" or "Half the room stood up."

Resources

This is just a quick tip sheet! If you are hungry for more information about making presentation accessible, check out the following resources:

- Kyle Rector's Video on Making Presentations Accessible: https://youtu.be/L9TxhGv91kc
- Kyle Rector's Guide to Accessible Presentations: http://www.sigaccess.org/welcome-to-sigaccess/resources/accessible-presentation-guide/
- WebAim's Guide to PowerPoint Accessibility https://webaim.org/techniques/powerpoint/#create
- MSU's guid to accessible PowerPoint in Windows https://webaccess.msu.edu/Tutorials/powerpoint-windows1.html
- MSUE's guide to accessible PowerPoint on Mac https://webaccess.msu.edu/Tutorials/common-formats-tools/accessible-powerpoint-presentations-mac.html
- A Guide for making PowerPoints dyslexia-friendly https://www.yorksj.ac.uk/media/content-assets/student-services/documents/A-Guide-to-Dyslexia-(PowerPoint)-A5.pdf
- W3C's How to Make Presentations Accessible to All. https://www.w3.org/WAI/training/accessible
- Richard Ladner's Making Your Conference Talk Accessible https://homes.cs.washington.edu/~ladner/MakingYourTalkAccessible.pdf
- Kyle Rector's Accessible Presentation Guide http://www.sigaccess.org/welcome-to-sigaccess/resources/accessible-presentation-guide/
- Accessible Presentation Video https://youtu.be/L9TxhGv91kc