

Digital Accessibility Checklist

For PowerPoint presentations & virtual meetings

This is IEMAs compulsory digital accessibility checklist. Please check this before presenting or sharing documents externally.

- ☐ Enable closed captions
- ☐ Ensure that you're sat in a quiet room with no disruptions (or wear headphones)
- ☐ Share PowerPoint ahead or after meetings/webinars (beforehand is preferred)
- ☐ Ensure that you aren't overusing Mentimeter or Miro
- ☐ Ensure that you are using an accessible font, e.g. sans-serif fonts such as Verdana, Calibri or Arial
- ☐ Use the [powerpoint accessibility checker](#)
- ☐ Encourage everyone on the call to fairly participate in the conversation (if interactive)
- ☐ Provide contact details so participants can reach out to ask questions after a presentation
- ☐ Number longer lists in presentations, instead of bullet points
- ☐ Ensure that any resources shared are compatible with a [screen reader](#)
- ☐ Use different formats to convey information e.g. audio or videotape, drawings, diagrams, relevant images and flowcharts in presentations so that there are options for different users
- ☐ Where possible, record meetings, training etc so the participant doesn't have to rely on memory or written notes (ensure that you tell people in advance if you are recording)
- ☐ Use bold for emphasis instead of italics or underlining in presentations
- ☐ Use single-colour backgrounds when on a call with someone who has a hearing impairment. Avoid virtual & blurred backgrounds or pictures and distracting surroundings
- ☐ Avoid green and red/pink text where possible, as these colours are difficult for those who have colour vision deficiencies (colour blindness)
- ☐ Refer to the [dyslexia style guide](#) before presenting or sharing documents