

# Accessible Face-to-Face Presentation Standards for Wichita State Staff

NOTE: Recommendations are high standards that all staff should strive to meet. Expectations are the minimum standards that all staff are required to meet.

## Presentation Standards

**Recommendation:** Provide an outline of lecture/presentation content. Ideally, this would be distributed digitally before or during the presentation, although physical paper documents are also acceptable so long as accessible digital versions are available upon request.

**Recommendation:** For all diagrams, pictures, and other visual components of a presentation, consider making accessible digital versions of the content so it can replace hand-drawn images on a board.

**Expectation:** In-class Visual Text Sources should meet minimum standards for visibility. These standards were extrapolated from ADA sign making standards and help to ensure that everyone in the room can see what is being presented. If these text sizes are unreasonably large, mitigate the accessibility by having an accessible digital version available for immediate distribution upon request. For:

Whiteboards: Use high contrast, fresh markers (black, blue and red recommended) unless other colors are necessary.

Blackboards : Use high contrast chalk (white or yellow recommended) unless color is necessary.

Whiteboard and Blackboards: Use appropriate-sized letters (2" minimum height and then 1" additional per 10' of usable classroom size beyond 20'). Use the classroom guides to gauge your written/projected text:

### Accessible Text Size Guide:



**Please ensure that whiteboard, blackboard, and projected text matches the size of the text above.**

This guide has been prepared for room \_\_\_\_\_  
Learn more at [Wichita.edu/accessibility](http://Wichita.edu/accessibility)

PowerPoint: Use high contrast colors and do not use font sizes below 18pt, although 18pt font is not guaranteed to be large enough to meet the minimum standard for text size in all classrooms. Use Sans Serif fonts (Arial is a good choice). The projected size of your PowerPoint text should conform to the same standards as that for whiteboards, and the Accessible Text Size Guides provide the standard for each room. Because there

is a dynamic relationship between screen size, projector distance and resolution, and font size, you will have to judge your PowerPoints in the classroom and be prepared to adjust font size if necessary.

**Expectation:** For all content presented visually, narrate/describe what is written on the blackboard/whiteboard/PowerPoint or other format. Describe images and charts as you work through the material in your presentation. Enlarge text as needed.

**Expectation:** All important, content-bearing images and all documents (including PowerPoints) are available in an accessible digital format whether or not they are generally provided to attendees in that format. These files are available upon request before or during the presentation.

**Expectation:** In rooms large enough to require use of a microphone, use the microphone provided without exception.

**Expectation:** The right to anonymity is preserved for all attendees. This means no one should be called out as having an impairment/disability, even if the intention is to help someone. For example, avoid saying, “can everyone hear me okay?” as doing so potentially asks people to self-identify as hard of hearing. Instead, follow these guidelines to ensure accessibility for all attendees.

**Expectation:** If the presentation has a raised platform or dais, event coordinators should ensure that a ramp is provided so wheelchair users and others with mobility impairments can use the platform equally.

## Discussions or Question/Answer in a Group

**Recommendation:** Rephrase or repeat questions and comments when addressing them for the group when you are presenting in any room, regardless of the size of the room or existence of a microphone.

**Expectation:** Rephrase or repeat questions and comments when addressing them for the group when you are lecturing in a room that *requires a microphone* and the person with the question/comment is *not provided* a microphone.

## Live Streamed Events

**Expectation:** For any presentation that is live-streamed, a microphone must be used at all times (by both the presenter and by any people who ask questions), regardless the size of the room. If a microphone is not available for the audience, the presenter *must* repeat the question/comment into the microphone for the benefit of the remote audience. NOTE: no matter how loud an audience member thinks they can speak, they cannot be heard sufficiently well over a microphone if they are not speaking into it directly.

**Expectation:** For live streamed events going out to an undefined audience, real-time captioning must be provided. For assistance with engaging a live captioning service, contact the Media Resources Center at 978-3575 or [MRC@wichita.edu](mailto:MRC@wichita.edu). Live captioning averages about \$100 an hour.

## Media Use and Communication

**Recommendation:** Make available an accessible digital version of a transcript for any video or film in advance of showing them in a presentation. If a transcript is not available, provide a summary that includes all important information of the video/film in advance.

**Recommendation:** Provide event details via accessible email in advance of the meeting date.

**Expectation:** Any WSU-created video is accurately and completely captioned and shown with the captions turned on.

**Expectation:** Maintain accessible digital copies of all content provided to attendees, even if content is distributed on paper, and make digital copies available via email or other digital means upon request before or during the event.

**Expectation:** No digital communication with attendees is inaccessible. For example, that would mean no un-tagged images within the body of an email or as an attachment.

**Expectation:** Provide a copy of these expectations and recommendations to any guest speakers so they can provide their lectures in an accessible way.

**Expectation:** Maintain accessible digital copies of all content provided by the guest speaker to attendees, even if that content is distributed on paper, and facilitate the distribution of digital copies via email or other digital means upon request before or during the event.