# Accessible Presentations: Top 5 Tips

from the World Institute on Disability

**1. Use person-first language unless directed otherwise.**

While preparing your presentation, assume there will be people with disabilities in attendance. Generally, many people with disabilities prefer person-first language, where person or people is said before the disability - for example, "person with a disability" instead of "disabled person".

Some people with disabilities prefer disability-first language (such as "disabled person"). This is true for many Autistic people, for example. If a person refers to themselves using disability-first language, it is appropriate to mirror that language.

Most importantly, speak respectfully using current terminology. Rather than using out-of-date language that a disabled person may find demeaning, such as "mentally handicapped person" or "wheelchair-bound person," say "person with a cognitive/learning disability" or "person with a mobility disability."

**2. Turn your presentation materials in early.**

Make your presentation available to event organizers ahead of time. This ensures that your presentation can be made available in electronic format, in case anyone in the audience can't hold or see a physical handout or can't see a PowerPoint. This allows everyone to follow along in real-time.

**3. Speak slowly and clearly.**

This will help sign language interpreters and captioners to keep up with you. Explain all acronyms, so that everyone understands.
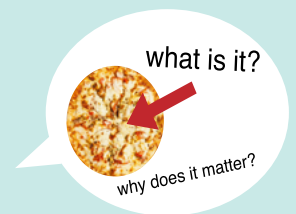
**4. Repeat questions and comments from the audience.**

Repeat questions and comments from the audience into your microphone so that captioners, interpreters, and audience members don't miss a word.

**5. Verbally summarize visuals.**

When presenting, be sure to describe any important visuals on your PowerPoint for audience members who cannot see your presentation. Verbally summarizing important texts, graphics, and videos included in your slides for those who cannot see or read visual content will ensure all your audience members have equal access to key visuals.

**Bonus Tip:** When listing or discussing groups of people who experience systemic and interpersonal marginalization, include people with disabilities! There is much overlap, and many people with disabilities experience multiple intersections of oppression.

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