Recommendations for presentations and posters

The Society for Implementation Collaboration is committed to making sure that all materials presented at our meetings are accessible to every attendee. In support of this commitment, we kindly request presenters to adhere to the following best practices:

1. **Visual Clarity**
   - Ensure that text and graphics in your presentation materials are large enough (at least 18 point font) to be seen from the back of the room.
   - Utilize sufficient color contrast (contrast analyzer), such as displaying dark text on a light background, to enhance readability.
   - Utilize single color backgrounds and sufficient contrast between background and text.
   - Make graphics as simple as possible and avoid acronyms, jargon and idioms.
   - Avoid green and red/pink as these colors may be difficult for attendees with visual needs.

2. **Auditory Accessibility**
   - Speak clearly and at a measured pace.
   - Consider pausing between topics to allow listeners time to process the information.

3. **Microphone Usage**
   - If a microphone is provided, please use it consistently. This is not just for volume purposes but also because the sound system may be integral in providing accommodations for attendees with auditory needs.

4. **Verbal Description**
   - Include verbal descriptions of all information displayed on each slide of your presentation. This is especially important for graphs, videos, or other visuals.

5. **Material Accessibility**
   - Run an accessibility checker in Microsoft Word for identification of accessibility issues.
   - If willing, please provide a copy of your slides or other presentation materials in Exordo which will enable SIRC to offer them to individuals who would like to access materials after the conference.
   - To keep the text easily readable, leave some space in your slides and avoid a lot of text to the slide, use speaker notes to provide more in-depth information.

6. **Posters**
   - When crafting your poster, prioritize readability by using recommended font sizes (Arial, Gill Sans, Helvetica, and Verdana), clear layouts, and consistent organization.
   - Emphasize readability with high-contrast color combinations and simple graphics.
   - Avoid large paragraphs of text and use short and concise sentences.
   - Share with participants a concise description of the major points in the content of the poster
   - Ensure images have suitable resolution and avoid overlaying text.
   - Maintain whitespace and large line-spacing and visually highlighting sections for clarity.
   - Microsoft Office has accessible templates for presentations