



WIN Conference Presenter Guidelines

In keeping with our mission as the leading voice in the advancement of nursing science, WIN strives to offer the most accessible and equitable experience for all participants of the WIN conference. Please review the following guidelines and consider these simple adjustments while creating your presentation. Using Identity-First or Person-First language as it is most appropriate for your presentation, increasing font size, and color choice goes a long way in improving clarity and encouraging audience engagement.

Contact Kelly McGrath, WIN Program Manager, with any questions: win@ohsu.edu

Before Your Presentation

- Keep slides simple, uncluttered, and consider providing a handout of detailed information.
- When designing slides:
 - Use an easy-to-read, sans-serif font (e.g., Verdana, Arial).
 - Use properly marked headings to allow compatibility with screen reader software.
 - Use a 28-point font or larger.
 - Use a dark background (e.g., black, dark blue) and white font or a light background (e.g., white, pastel color) with black font. See this video on [COLOR CONTRAST](#)
 - Provide descriptions of all images or data sources (e.g., tables, graphs, pictures). When using Microsoft products for example, right click on the image and select the edit alt text option.
- When presenting data, use different colors, rather than shades of the same color.
- Have videos audio transcribed and provide close captioning.
- Describe information and data being presented visually.

During Your Presentation

- State the title of each slide so that attendees following along using a device, large print, or braille will know which slide you are currently on.
- Describe images on your slides (e.g., “The table provides the 10 most common etiologies of study participants with diabetic retinopathy, macular degeneration, and glaucoma making up 65% of etiologies.”).



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- When you describe visual information on your slides, do not say “For those who can’t see...” or “Since some of you can’t see...”.
- Rather than pointing at an attendee to indicate it is their turn to speak, ask a question, or make a comment, acknowledge them by what they are wearing and where they are sitting in the room (e.g., “The person in the red dress in the second row has their hand raised. What would you like to share?”).
- When asking for a show of hands state how many people raised their hands (e.g., “About half of you have experience with this type of data.”).
- If an individual is using an ASL interpreter, speak directly to the conference attendee not to the interpreter.
- If presenting a poster or visiting a poster, initiate the conversation by identifying yourself by name.
- During Q&A, repeat the question that was asked so everyone can clearly hear.

Guidance For Creating Accessible Materials

Accessible Infographics and Flyers Checklist:

<https://www.csun.edu/universal-design-center/accessible-infographics-and-flyers-checklist>

Creating Accessible Documents (CAST):

<https://aem.cast.org/create/creating-accessible-documents>

Creating Accessible PowerPoint Presentations (Microsoft):

<https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25>

Present with Real-Time, Automatic Captions or Subtitles in PowerPoint

<https://support.microsoft.com/en-us/office/present-with-real-time-automatic-captions-or-subtitles-in-powerpoint-68d20e49-aec3-456a-939d-34a79e8ddd5f>

How to Write Alt-Text and Image Descriptions (Perkins School for the Blind):

<https://www.perkins.org/resource/how-write-alt-text-and-image-descriptions-visually-impaired/>

Testing Web Content for Accessibility (WebAIM): <https://webaim.org/resources/evalquickref/>

WebAIM (articles and services): <https://webaim.org/>