

# Making Presentations Accessible Through Universal Design for Learning

*Adapted from the Minnesota Adult Basic Education Physical and Nonapparent Disability Assistance*

Universal Design for Learning (UDL) is a method that promotes making instruction welcoming, accessible and inclusive to all learning styles and abilities. The following tips are suggestions for developing presentations and supporting materials with UDL principles in mind.

## Preparation:

- Minimize the amount of text on each slide. Use bullet points. Less is more.
- Use large (at least 24 point), simple fonts, such as sans serif (Arial, Comic Sans, etc.) that are easy to read.
- Use at least 12-point font on any handouts.
- Use high contrast easy to read colors in PowerPoints. Avoid using any light or white font.
- Strive to use simpler charts or tables to present only the relevant data rather than all findings. Avoid copying and pasting output.
- Use closed captioned videos whenever possible. Turn on “CC” to activate closed captioning on YouTube. Note: Not all YouTube videos are closed captioned, and many are not 100% accurate.

## Presentation:

- Have copies of the PowerPoint slides available upon request.
- Speak slowly and clearly. Face the audience while speaking. Do not block the screen.
- Describe images, and graphics on slides when it applies to the content being presented.
- Give a brief description of a video before playing it.
- Repeat questions and comments from the audience.
- Provide sufficient wait time/pauses for participants to process information.

## Special considerations:

If you have questions or concerns related to accommodations, please contact [asc@asc41.org](mailto:asc@asc41.org) .

## Resources:

1. Accessed. Promoting Universal Design in Higher Education.  
[http://access-ed.r2d2.uwm.edu/Tools\\_Resources/PowerPoint\\_Resources/](http://access-ed.r2d2.uwm.edu/Tools_Resources/PowerPoint_Resources/)
2. CAST: About Universal Design for Learning.  
<http://www.cast.org/our-work/about-udl.html#.W9oOhpP27cs>
3. DO-IT (Disabilities, Opportunities, Internetworking, and Technology).  
<https://doit.uw.edu/about-universal-design/>