



CGA-IGC Speaker Guidelines

Creating accessible, inclusive presentations

This guide was made to help CGA-IGC speakers create a presentation that is accessible, inclusive, and easy for everyone in the audience to see and follow. While it covers many best practices, it is not a comprehensive guide to accessible presenting. Additional resources are provided in the **Supplemental Information** section at the end of this guide for those interested in reviewing.

1. Creating Accessible Slides

Font & Text

■ KEY RECOMMENDATION

We recommend that every slide meet these minimum text standards:

Element	Standard
Titles	44 pt or larger
Body content	36 pt or larger
Absolute minimum	No text smaller than 24 pt
Font type	Arial, Helvetica, Calibri, Tahoma, or Verdana
Alignment	Align text left; avoid justified text
Text per slide	No more than 6 lines

★ PRO TIP

When including hyperlinks on slides, use descriptive link text (e.g., “CGA-IGC practice resources”) rather than a bare URL or “click here.” See [Microsoft’s guide to writing accessible text](#) for more.

Visual Aids

- When using graphics, make them large and simple. If possible, limit graphics, as they cannot be read by screen readers.
- When using images (including screenshots) and tables, add a caption describing their content and enter alt text. [See Microsoft’s guide to effective alt text.](#)
- Avoid busy backgrounds; set text on plain backgrounds.
- Avoid shades of grey.
- If including video clips, ensure captions are enabled and that any critical visual content is also described verbally.

★ PRO TIP

If an important part of a screenshot or image is too small to read easily, include a magnified view of that area.

■ KEY RECOMMENDATION

Don't rely on color alone. Avoid using color to highlight words, and use textures or patterns in graphs instead of colors. If you do use color, run the "Check Accessibility" feature (see Section 2) to confirm your slides are color-blind accessible.

▲ CAUTION

Avoid flashing content, which can trigger photosensitive epilepsy or vestibular disorders.

2. Checking the Accessibility of Your Slides

Use the built-in "Check Accessibility" feature in Microsoft PowerPoint to review and improve your slides. [See Microsoft's Accessibility Checker guide](#) for more details.

PowerPoint for PC	PowerPoint for Mac
1. Click File in the top-left corner. 2. Click Info > Check for Issues > Check Accessibility.	1. Click the Review tab. 2. Click Check Accessibility.

3. Best Practice Tips for Presenters

Inclusive Examples & Language

- If presenting case examples, consider including individuals from diverse backgrounds, gender diverse individuals, and individuals with disabilities and differences. Be careful not to perpetuate stereotypes in the examples you use.
- Be aware of distinctions between terms used to describe self-identified race, ethnicity, and ancestry (see the definitions in the Supplemental Information section).
- Be mindful of and exclude terms that have historical roots in systemic racism and discrimination (e.g., "grandfathered in" or "blacklisted/whitelisted").
- Use inclusive language that is affirming of gender and sexual orientation:
 - Avoid assumptions about gender, sexuality, and family structures.
 - Use terms such as assigned male at birth (AMAB), assigned female at birth (AFAB), or unassigned at birth (UAB), if applicable.

- Use specific anatomical terms instead of gendered language (e.g., “uterus and ovaries,” not “female reproductive organs”).

Describing Visual Content

■ KEY RECOMMENDATION

Verbally describe all key visual information (graphs, images, tables) as you present, rather than assuming the audience can see it.

★ PRO TIP

Avoid pointing. Pointing to parts of a slide, whether by hand or with an electronic pointer, is difficult to follow for people who cannot see the content. Say what you’re referring to instead.

Add a text description. As an alternative to describing aloud, include a text box on the slide that describes the graph, table, or chart.

Give a heads-up. Consider warning the audience before showing graphic images or videos.

Supplemental Information

Definitions: Race, Ethnicity & Ancestry

Term	Definition
Race	A socially constructed (not biological) grouping of individuals based on physical characteristics. Based on outward characteristics (phenotype), not on genetic variation (genotype).
Ethnicity	A socially constructed grouping of individuals based on shared history or culture, such as language or religion.
Genetic ancestry	An inference into the geographical history of one's ancestors based on allele frequencies of genetic markers that are more frequent in populations due to migration and evolutionary forces.

■ KEY TAKEAWAY

Race and ethnicity are not proxies for genetic ancestry.

Definitions: Sex & Gender

Term	Definition
Sex	The biological characteristics of an individual, such as chromosomes, reproductive organs, and hormones.
Gender	A social and cultural construct including gender identity and expression.
Gender identity	An individual's concept of self, how they perceive themselves, and what they refer to themselves as regarding gender.
Gender expression	The outward expression of one's gender identity, which may or may not conform to socially constructed standards and characteristics.
Cisgender	A person whose gender identity is consistent with their sex assigned at birth.
Transgender	A person whose sex assigned at birth does not match their gender identity.
Gender non-conforming (GNC)	A person whose behavior or appearance does not conform to prevailing cultural and social expectations about what is appropriate to their gender.
Genderqueer / Non-binary	A category for gender identities that are not exclusively masculine or feminine and are thus outside the gender binary.

Definitions: Language

Term	Definition
Minoritized language	Language(s) used by people of smaller populations (e.g., American Sign Language, used by deaf and hard of hearing people in the United States).

Additional Resources

- **Microsoft Office’s guide to creating an accessible presentation:**
<https://support.microsoft.com/en-US/accessibility/powerpoint/make-your-powerpoint-presentations-accessible-to-people-with-disabilities>
- **Using Microsoft’s “Check Accessibility” feature (PC and Mac instructions):**
<https://support.microsoft.com/en-us/office/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f#picktab=windows>

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