Military Community and Family Policy

Accessible Webinar Presenter Tips and Requirements

Military Community and Family Policy offers webinars that are accessible for all participants, including those with disabilities. Presenters play a significant role in webinar accessibility and should keep in mind that even if their live audience does not include people with disabilities, those individuals may later access the archived webinar. MC&FP webinar presenters should take the following steps to ensure that the information they provide is as accessible as possible to their entire audience.

General considerations

Below are a few tips and requirements to keep in mind while creating your accessible presentation or webinar. These will ensure a smoother process:

- **Use an accessible slide deck.** This is required. Webinars must have a slide deck in PowerPoint format that complies with the [MC&FP PowerPoint Accessibility Checklist](#).
- **Make video content accessible.** This is required. Accessible videos must include captioning as well as audio descriptions of key video content that can be seen but not heard. Consult the [Video Accessibility Checklist](#) for the required guidelines.
- **Include a transcript.** A transcript must be provided and should match the video captions.
- **Offer an alternative format, as required.** Provide during each webinar session an invitation for participants with special needs to request information in an alternative format, such as PDF or PowerPoint slide deck.

  Example language: "We make every effort to make our webinars accessible to all participants, including those with disabilities. We provide an accessible PDF of the slide content, an accessible PowerPoint and a transcript of the presentation. Please let us know if you have any other special considerations with accessing the webinar."

Special considerations for participants with vision impairments

To ensure that all content is accessible for participants with vision impairments, presenters must:

- **Read out loud any slide content that is not incorporated into the verbal presentation or discussion.**
  It is not necessary to read verbatim slide content that is already discussed in the presentation, such as a list of talking points. Examples of content that should be read verbatim include website URLs, phone numbers and other contact information, quotes and statistics.

  Example: Instead of saying, "You can see the URL on the slide," the presenter might say, "The Military OneSource URL is www.militaryonesource.mil."

- **Verbally describe information in charts, tables, screenshots and other complex visual content.**
  It is not necessary to read all the information from a table or chart if describing a subset of the information is sufficient to make a point.

  Example: Instead of saying, "You can see the poll results here," the presenter might say, "This chart shows that 75% of respondents answered 'Yes,' while 25% answered 'No.'"

- **Use 18-point font (or larger) and avoid squeezing too much text on slides.**
  If a slide is too challenging to read aloud or takes too long to read aloud (e.g., a slide with numerous complex URLs or bibliographic entries), then it is likely inaccessible.

- **Choose wording carefully when discussing screenshots of websites or other applications.**
  If the screenshot will not be discussed for the group in detail, the presenter may simply reference the name of the website, webpage or other application featured in the screenshot. However, if the presenter highlights some of the application's features or provides how-to instructions, the presenter should be aware that participants with visual impairments may not be able to see color, location or other visual elements of the application. For those who use a screen reader to access websites and other applications, the screen reader will read text, buttons, links, form fields and images. Screen readers will not provide a feature's color or location.

  Example: Instead of saying, "Use the blue button on the left to provide feedback," say, "Use the blue Feedback button on the left to provide feedback." Say, "Use the search field in the upper right," rather than "Go to the upper right of the screen to search."

  Reminder: A shaky camera, flashes, GIFs and annotations can be a distraction or problematic to some.

  The webinar host's opening comments will explain that the presenter will make a conscious effort to verbalize much of the slide content to enhance the accessibility of both the live and archived events for people with disabilities.

Special considerations for participants with cognitive disabilities

These tips will make it easier for all participants to understand the webinar content, including those with cognitive disabilities:

- Use simple language.
- Avoid speaking too fast. Speaking more slowly than usual will also allow captioners to be more accurate.
- Identify the takeaway of charts, tables and other complicated content rather than assuming that each participant is able to identify the point for themselves.

Special considerations for participants with hearing impairments

Accessible webinar platforms offer captioning and transcripts for participants with hearing impairments. Archived webinars also include captioning and transcripts.