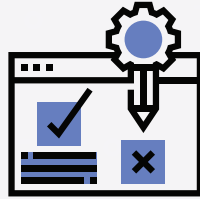


Tips for Using Visual Aids During Virtual Events



Will you be using a PowerPoint presentation during your portion of a virtual event? If so, you might want to consider the following tips.



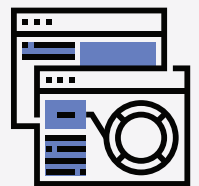
Make sure the slides **add value**. Bear in mind that viewers will see only the slides and not you or the other speakers. This may reduce the interactive quality of the session.



Any written material shared on screen should be easy to read. Use a **large text size** (at least 18 points) with **good colour contrast**. Sans-serif fonts such as Verdana or Arial are good choices because they are easy on the eyes.



Avoid ALL CAPS. People with low vision have difficulty reading them and they are often read incorrectly by screen readers.



Choose a **clean, uncluttered design**. Consider using images to help explain concepts and **include alt text** and **image descriptions**.



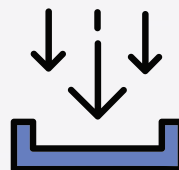
Avoid flashing or strobing animations in a presentation by editing or skipping those sections from the original material. If such footage must be included (which, again, should be avoided), provide a clear warning before showing the clip.



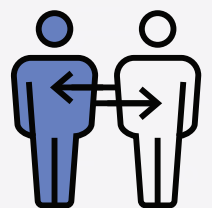
Avoid complicated slide transitioning as this can be distracting. Simple full-slide transition is recommended.



Be sure to **caption any video material** for participants who are hearing impaired. Provide a descriptive narration for those who have a visual impairment, particularly for charts and graphs.



You may want to **share** your PowerPoint presentation with participants before the event. This allows you to preserve the interactive quality of the session while giving participants the opportunity to follow along if they wish.



If the event is **bilingual**, you will need to prepare a **bilingual** PowerPoint presentation.