



**Beyond
Limits**

Canada's Conference for
Diversity & Accessibility

October 26
2026

Accessible guidelines

Accessibility is about making sure that your presentation is easy for everyone to understand. It ensures that your content is presented in a format that works for as many people as possible, regardless of their abilities. We want to ensure that all participants have equal opportunity to learn, grow, and appreciate your presentation. We have assembled some guidelines to make your presentation at the conference more accessible and inclusive.

For presentations, use sans-serif fonts, such as Arial, Calibri, or Verdana, as they are the easiest to read from the back of a room. The minimum font size for a PowerPoint presentation should be 24.

For shared documents, use sans-serif fonts such as Arial, Calibri, or Verdana. Font size 12 is the standard for Arial and Verdana, font 14 for Calibri. Number your pages.

- Ensure text is clear and readable by writing in plain language with short sentences. Introduce acronyms and spell out abbreviations.
- Maintain a high contrast; black text on a white background, or white text on a black background.
- Use a bold font to show emphasis.
- Do not use italics or only upper-case letters.
- All videos should be open-captioned.
- Include a text description in captions or alt-text for all visuals (photos, graphs, etc.).

Unordered Lists (bullets that are not ranked or numbered in any way, they're all the same): Use solid round bullets only (no pictures).

- Example
- Example

Ordered Lists (Use a numbered list to describe the proper order for a series of steps in a sequence).

1. Example
2. Example
3. Example



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Presenting tips

When referencing material on presentation slides or handouts describe what you are referencing. This will help participants with visual impairments know what you are referring to.

Check if the contrast is accessible with an online [Colour Contrast Checker](#).

If you plan to share your PowerPoint file with attendees after the conference or to begin best practices going forward, you can use [Microsoft's guide](#) to ensure it is accessible.

You can make handouts available for attendees in PDF and Word format for screen readers.

If showing a video, it is best practice to briefly describe what participants can expect to see and why it's being viewed. This can help everyone know what to expect. Enable captions on the video wherever possible.

Limit the amount of information on slides. Too much text can be confusing and unreadable.

Limit the number of visuals on slides and ensure that visuals are connected to the content you are presenting about.

The [World Wide Web Consortium](#) has more tips and benefits to making presentations accessible.

Thank you for your commitment to making our Conference as accessible and inclusive as possible!