Please use the below listed guide to create PowerPoint presentations that are accessible and legible for all individuals, including those with disabilities, in compliance with accessibility guidelines. By following these guidelines, you can ensure that your PowerPoint presentations are accessible and legible for everyone, promoting inclusivity and effective communication.

**Content Preparation:**

* Organize your content logically, using clear headings and subheadings.
* Ensure that the content is concise and relevant to the presentation's objectives.
* Use relevant, high-res images and graphics with proper descriptions.

**Font and Text:**

* Use fonts such as Arial, Calibri, Gotham, or Mark for better readability.
* Use a minimum font size of 24 points for body text and 32 points for titles and headings.
* Maintain sufficient contrast between text and background colors
* Avoid overcrowding slides with too much information; keep it simple.

**Color and Contrast:**

* Avoid relying solely on color to convey information.
* Ensure sufficient contrast between text and background colors.
* Use accessible color schemes and test color choices using tools like the WebAIM Color Contrast Checker.

**Media and Multimedia:**

* When possible, include captions and transcripts for audio and video content.
* Use accessible video players that support closed captions.
* During presentations, describe visual content to assist those with visual impairments.

**Slide Transitions and Animations:**

* Use slide transitions and animations sparingly.
* Avoid effects that may cause confusion or distract from the content.
* Use accessibility checkers within PowerPoint to identify and fix accessibility issues.

**Delivery and Accommodations:**

* Provide accessible formats of the presentation materials to attendees upon request.