



Power Point Presentation Accessibility Guidelines

Goal: To improve the accessibility of Town of Innisfil public presentations, ensuring that both Town Council and members of the community in the audience will be able to access and understand the content being presented. (The font and colour guidelines below have been developed by the Innisfil Accessibility Advisory Committee and adopted by the Town of Innisfil.)

Font - Font plays a large part in making presentations easier to read.

- Sans Serif font like Arial
- Minimum size equivalent to Arial 20
- Use easy to read font colours
- Use consistent font size on slides

Colour - Use certain colour combinations to provide high contrast for ease of reading. Avoid specific colour combinations for improved accessibility for individuals colour blindness or low vision.

<i>Text Colour</i>	<i>Background Colour</i>
black	white
dark green	white
white	black
violet	black
dark blue	white

<i>Colour Combinations to Avoid</i>
red and green together
blue and yellow together
dark grey and black together
blue background with white
blue background with yellow

Clear Language - Simpler language is easier for mixed audiences to understand. When writing a presentation use clear and plain language, make your point and avoid lengthy instructions or industry jargon.

- Know your audience (who) and purpose (why) of presentation
- Organize from the reader's point of view
- Use meaningful headings and sub-headings
- Use bulleted lists
- Speak directly to the reader
- Use strong, active verbs at start of bullet points
- Explain specialized language

Presentation Requirements

- Multimedia must be embedded within the presentation.
- Must include a final slide (Thank you or Questions?) to be on screen during questions.

Presentation Review - Please provide your presentation four (4) days prior to your Council presentation date, by emailing it to ClerksOffice@innisfil.ca. Town staff will review it and provide additional guidance for improving accessibility. Note: Your presentation may be audio recorded and subsequently uploaded to the Town's website for public viewing.