# PowerPoint Presentations

## Ally Ship Accessible Communications Checklist

### Structure

* A table of Contents is Included at the Beginning of the slide deck.
* You outline the information in a clear, orderly manner.
* A named contact for attendees with accessibility considerations is included.

### Styles & Consistency

* Every slide has a title - slide titles are a min. font size 32.
* All Headings are ordered into levels.
* All Headings of the same level have identical formatting.
* Slide content text are min. size 20.

### Links

* Links are embedded as part of full sentences with descriptive labelling.

### Images

* All images are displayed large enough and are titled
* All images include Alt. Text

### Design

* Emphasis the key details by using large text, bold text and spacing the key facts into their own, prominent space.
* All Slides have:
* Left Alignment
* High Colour Contrast
* San Serif Font
* Font size of 22pt or higher

### Evaluate

* As a final step before completing your presentation, click the accessibility checker. In review to flag anything that may have slipped through.