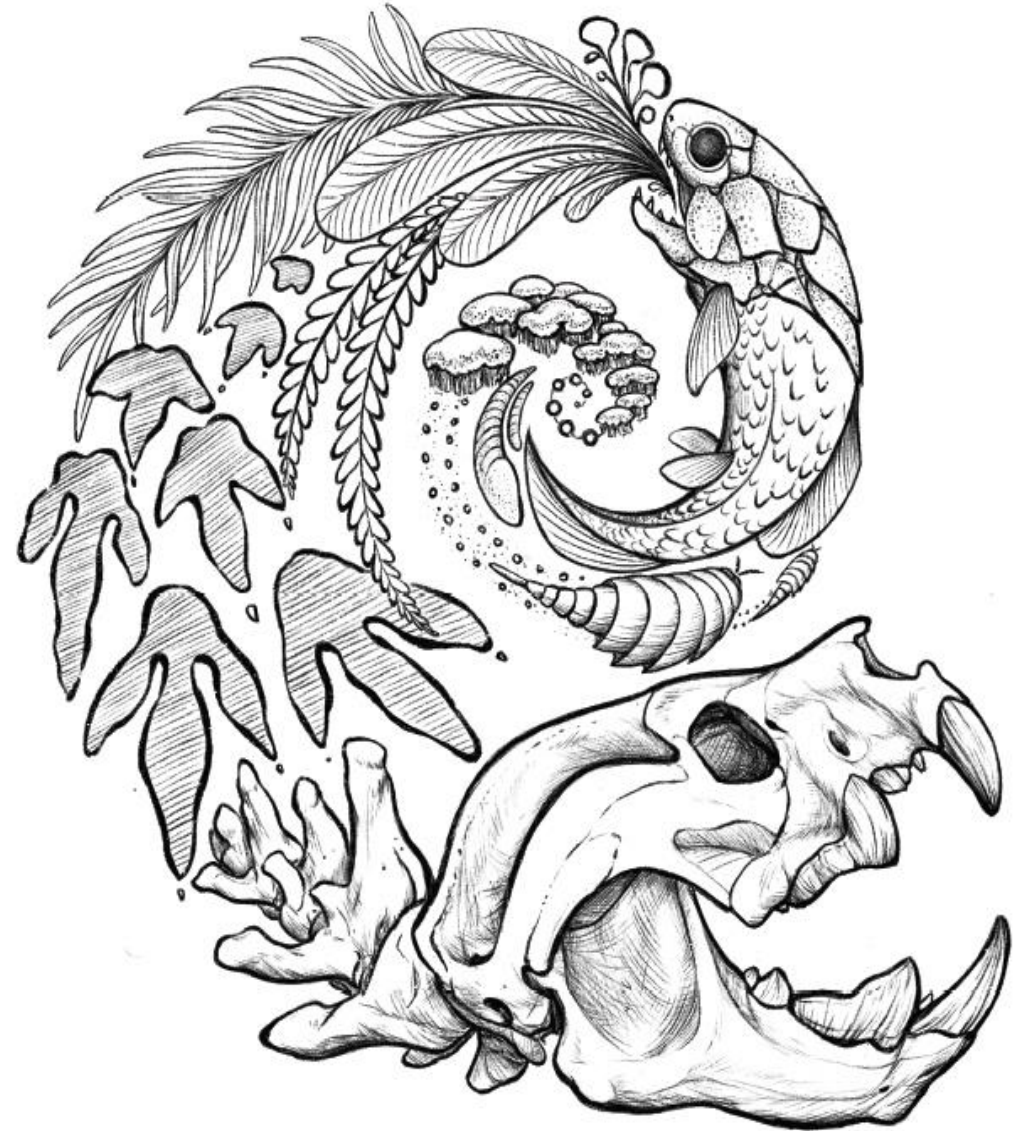# Title of your talk

Author list with full names, feel free to add affiliation logos

Give every slide a unique title

- Sans serif fonts are preferred

- Don't use more than two font styles in a presentation

- Minimum text size should be 20pt

- Overlap of your speech and slide text is great, but don't read from your slides – explain them so that someone who is visually impaired doesn't miss out

Avoid displaying text over an image

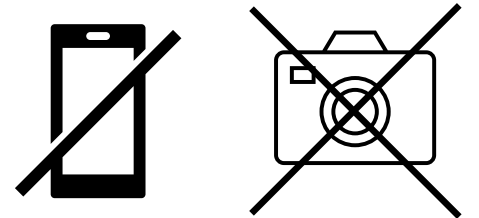Crop your images to make it easier for viewers to focus on your subject

If you'd like to use a background image or pattern – make it >90% transparent

Tables

Column header 1		Measurements
Create a simple table structure for data only		78
Use column headers		124
Alternating shades make it easier to read across the table		107

If you have sensitive content you'd appreciate no one photographing – it doesn't hurt to include an icon or tell the audience when you reach that slide. Some people may be still require a camera to magnify a slide
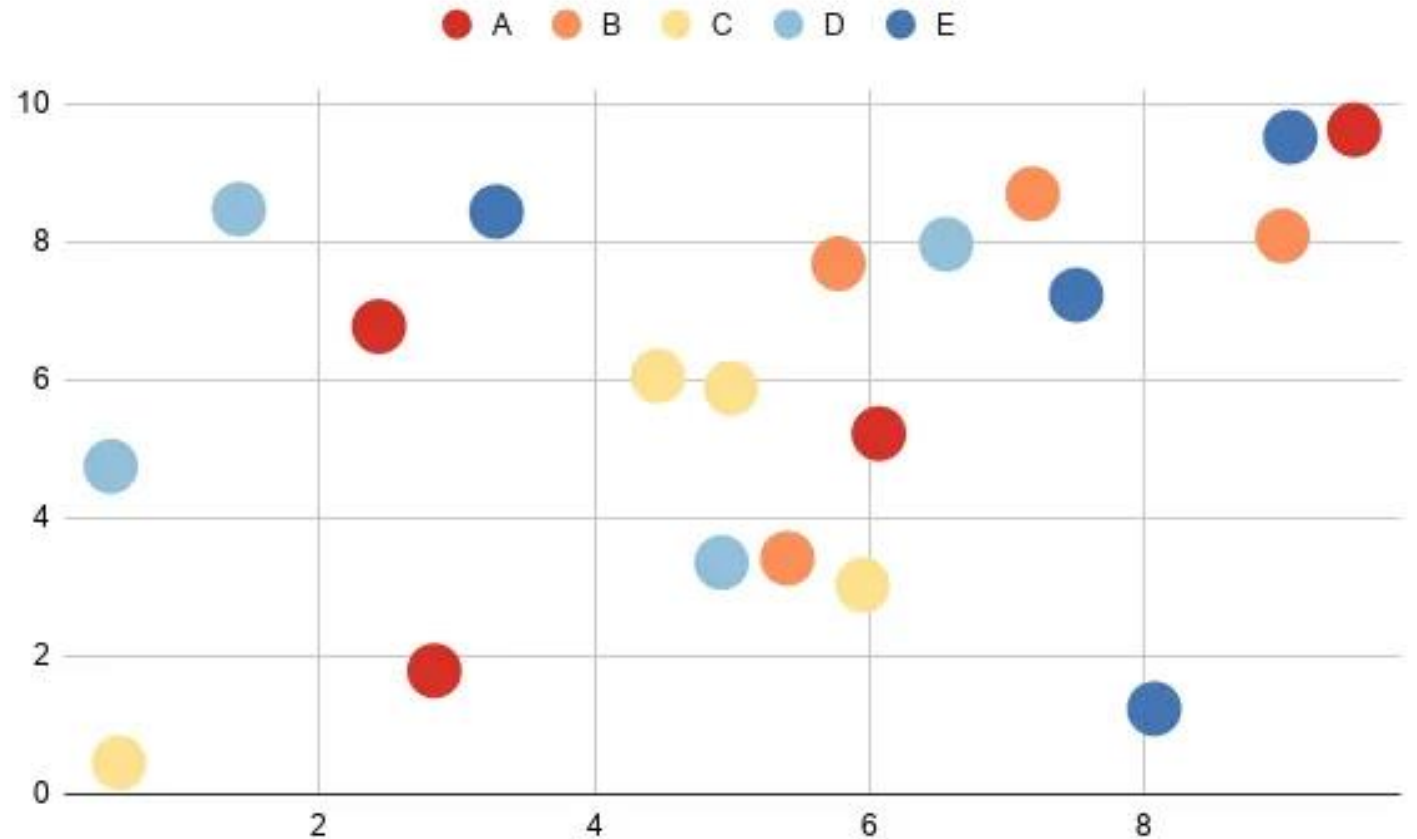
Graphs and colour palettes

Color vision deficiency affects approximately 8% of men and 0.5% of women

Online tools can help you pick an accessible and aesthetic palette:

https://coolors.co/

When in doubt

- Microsoft 365 programs have a [built-in accessibility checker](#)
  - Go to Review > Check Accessibility in your tool bar
- Apple software doesn't, but they provide tips and tricks on their website
  - [Follow this link](#)

If you'd like anything else added to this list of tips – please don't hesitate to let us know: palaeodownunder3@gmail.com