

Presentation Materials – Accessibility Checklist

All presentation materials must adhere to these accessibility guidelines in order to be accepted. Prior to submission, please check your poster, Minute Madness slides or interactive display materials against the following list:

Background and Text Colour Contrast

- Posters should avoid large areas of solid colour. Poster background must be predominantly white or light-coloured. Very small sections of the poster (i.e. section headings) can have a darker background with white text.
- Poster and Minute Madness slides are visually accessible by using high-contrast text/background colour combinations. Please keep in mind that font is most readable in black and white. Here are some examples of high contrast background/text colour combinations:
 - Black/White
 - Light Blue with Black Text
 - Purple/White
 - Dark Green/White
 - Red/White
 - Blue/White

Text Font and Size

- Sans serif font must be used as they are easiest to read (i.e. Arial, Verdana, Times etc)
- For visual accessibility on posters, please use these standard minimum font sizes:
 - Title of Poster – minimum 40 points (title should be on a single line)
 - Subtitles – minimum 28 points
 - Names of Authors – minimum 26 points
 - References – minimum 14 points
 - Main sections of text – minimum 20 points
- Upper and lower case combinations are easier to read than all upper case.
- Numbers are easier to read than letters (e.g. 3 instead of three)

Graphics, Figures, Image, and Equations

- All graphics should be used effectively and simply, not overly text-heavy
- Posters:
 - Figures are at least 400 dpi with font size no less than 14 points
 - Images have resolution of between 300 to 600 dpi (higher than 600 will not have a significant impact on output)
- Equations
 - A minimum of 14 points in size
 - Keep to a minimum the number of equations
 - Equations should be inserted into the poster template as a Microsoft Equation Object (Insert->Object->Microsoft Equation x.0). Resize the equation once it is inserted into the file

Remember to keep both your poster and your Minute Madness presentation simple and easy to understand.