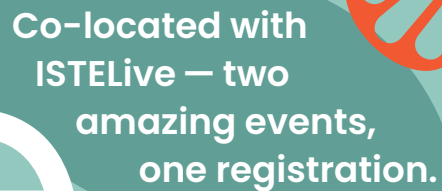




June 28–July 1
Orlando, Florida



Co-located with
ISTELive — two
amazing events,
one registration.

A collection of decorative geometric shapes on the left side of the page, including a series of concentric squares with a solid black center, a solid orange semi-circle, a series of concentric arcs, and a series of wavy lines. A stylized palm tree is at the bottom left.

Presenter Tips *and Best Practices*

event.ascd.org/2025/

ASCD Annual Conference 26 Presenter Tips and Best Practices

SPOKEN PRESENTATIONS

- Speak clearly and at a moderate pace.
- Use a microphone at all times, even in small rooms.
- Avoid turning your back to the audience when speaking.
- Describe visual content.
- Use inclusive language (avoid jargon, idioms, or [ableist language](#)).
- Avoid vague references ("this, that, these, etc.") and clearly state what you are referring to.
- Repeat questions or comments from the audience before responding.
- Offer multiple ways for the audience to participate (written and verbal questions).

PRESENTATION SLIDES

FORMATING:

- Header text should be minimum 32 pt font, preferred/optimal is 36-44 pt font.
- Body text should be a minimum 18-24 pt font.
- Select a simple, sans serif font (Arial, Calibri, Helvetica, Poppins).
- Use consistent formatting throughout (titles, bullets, spacing).
- Maintain high contrast between text and background.
 - ▶ Contrast is the noticeable difference between two or more elements.
 - ▶ Example: Bold text on a white background.
- Use a [color contrast checker](#).
 - ▶ Avoid using red and green together; it can be problematic for those with color blindness.
 - ▶ Select solid backgrounds over busy or patterned backgrounds.
- Leave ample whitespace to reduce visual clutter.
- Limit each slide to one main idea.
- Use left-aligned text and avoid full justification for better readability.
- See sample slides

CONTENT:

- Include a brief agenda or overview slide.
- End with a summary or key takeaways slide to reinforce main points.
- Ensure slide titles clearly reflect the slide content.
- Spell out acronyms on first use.
- Use clear language and avoid jargon and idioms.
- Allow the audience time to read slides.

GRAPHIC CONTENT (VISUALS):

- Add descriptive alt-text and/or provide a verbal explanation of images, charts, or graphs.
- Ensure visuals are clear and high resolution.
- Use animation sparingly and with clear purpose, avoiding any flashing, flickering, or blinking effects – especially those that occur more than three times per second.
- Do not rely on visuals alone to convey important information; summarize verbally.

VIDEOS:

- Use captions to support deaf or hard-of-hearing audiences.
- Audio and video quality should be high, with a clear and understandable audio track.
- Provide a brief summary of the video's content to give blind and low-vision audience members context.

HANDOUTS

FORMATING:

- Headings should be a minimum 16-18 pt font for the general audience.
- Body text should be a minimum 12-14 pt font for the general audience.
- Select a simple, sans serif font (Arial, Calibri, Helvetica, Poppins).
- Use 1.5 line spacing or greater to enhance readability.
- Avoid dense blocks of text.
 - ▶ Break content into short paragraphs, bullet points, or numbered lists.
- Use left-aligned text and avoid full justification for better readability.
- Use bold for emphasis; avoid italics and all caps.
- Maintain high contrast between text and background.
- Use a color contrast checker.
 - ▶ Avoid using red and green together; it can be problematic for those with color blindness.
 - ▶ Select solid backgrounds over busy or patterned backgrounds.
- Leave ample whitespace to reduce visual clutter.

DIGITAL ACCESSIBILITY (IF SHARING ELECTRONICALLY):

- Use accessible formats.
 - ▶ Properly tagged PDFs.
 - ▶ Microsoft Word and/or Google Docs accessibility checker enabled.
 - ▶ Plain HTML or text versions.
- Ensure links are descriptive.
- Upload handouts and URLs via your presenter portal to make them available to attendees through the conference website program search.

POSTER PRESENTATIONS

POSTER DESIGN:

- Header text should be 85-120 pt font.
- Body text should be minimum 24-32 pt font.
- Select simple, sans serif font (Arial, Calibri, Helvetica, Poppins).
- Line spacing should be a minimum 1.5 line height.
- Use consistent formatting throughout (titles, bullets, spacing).
- Maintain high contrast between text and background.
- Use a [color contrast checker](#).
 - ▶ Avoid using red and green together; it can be problematic for those with color blindness.
- ▶ Select solid backgrounds over busy or patterned backgrounds.
- Leave ample whitespace to reduce visual clutter.
- Add image descriptions directly on the poster for key visuals.
- Avoid dense blocks of text.
 - ▶ Break content into short paragraphs, bullet points, or numbered lists.
- Use left-aligned text and avoid full justification for better readability.

INTERACTION AND ENGAGEMENT:

- Summarize poster content aloud.
- Face the audience when speaking.
- Offer a large-print or digital version on a tablet, QR code, or handout.
- ▶ QR code should direct to a text-only version of poster.

VIRTUAL PRESENTERS

- Avoid backlighting and harsh overhead lighting when possible.
- Soft, forward-facing light is preferable.
- Speak clearly and at a moderate pace.
- Tell the audience where they can find any materials that are referenced.
- Explain where they can find close captioning, chat, and Q&A options on the screen.
- Tell the audience if/when there will be breaks.
- Describe any images on the screen.

ADDITIONAL RESOURCES

[Color Contrast Checker](#)

[Canva Design Accessibility Tips](#)

[Google Accessibility Tips](#)

[Microsoft Accessibility Guidelines](#)

[Alt Text Guidelines](#)

[Disability Language Guide](#)

[Sample Slides](#)