BEST PRACTICES FOR IAFP SPEAKERS

International Association for Food Protection

BEST PRACTICE	CONSIDER	AVOID
Microphone	_All_ speakers and audience members asking questions use microphones to ensure that all individuals can hear the information	Assuming that your voice can be heard by all
Questions	Repeating the question using a microphone	
Inclusive language	Avoiding discriminatory language. Review IAFP Ethical Conduct and IAFP Policy on Meetings Safety and Responsibility	
Presentation slides	Using high contrast colors (e.g., light backgrounds with dark text and bold accent colors.	Using non-contrasting colors (e.g., shades of the same colors)
Presentation content	Make certain the content is relevant	Commercialism
Slide layout	Using simple slide layouts No more than three blocks/sections	More than three blocks/sections More than six lines per block/section Columns More than six bullets Divided words at the end of text

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Background	Simple backgrounds, not graphical
	    Solid colors
	    Warm colors
	    Two color gradients
	        One is white, and the other is pastel
	        Pastel colors adjacent on the color wheel
		Limit:
		    Graphical or image backgrounds
		    Grey backgrounds
		Avoid blue

Text	Font sizes:
	    Headings >32 points
	    Subheadings >30 points
	    Text >18-28 points
	    Bold text
	San-serif fonts, (e.g., Arial or Helvetica, Verdana, Tahoma, Antique Olive, APHont)
		Font size less than 18 points
		Serif fonts (e.g., Time New Roman)
		Shadowed text
		Grey texts

Animations	Use:
	    Fly in from left
	    Wipe right
	    Typewriter
	    Appear
	    Laser from right
		More complicated animations

Videos	Captioned Video described Transcripts made available	

Resources:

https://www.montana.edu/disabilityservices/documents/Tips%20On%20Presenting.pdf
https://www.perkins.org/resource/creating-accessible-powerpoint-presentations-students-visual/
https://towardsdatascience.com/an-incomplete-guide-to-accessible-data-visualization-33f15bfcc400