

Accessibility of Scientific Posters

To ensure scientific posters created by researchers are accessible, whether shared at in-person conferences or digitally, please follow these best practice steps developed working with accessibility consultants All Able <https://www.allable.co.uk>:

(1) Use the Faraday Institution poster template specific to your research project

The poster template is built in Microsoft PowerPoint and contains built in accessibility elements.

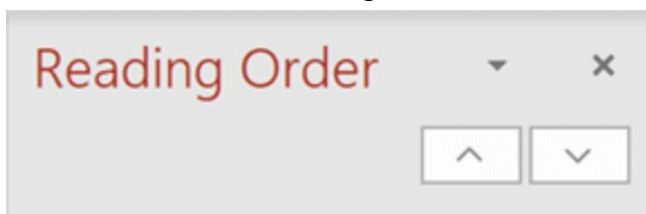
(2) Use the Microsoft Accessibility Checker

This is built into Microsoft Office and will review and notify you of common accessibility issues in your work and advise how to resolve them.

- To turn on the Accessibility Checker in PowerPoint from the **Review menu** click **Check Accessibility**.
- For further guidance refer to the Microsoft guide [make your content accessible to everyone with the Accessibility Checker](#).

(3) Check the reading order of the poster in PowerPoint

- To be accessible to those using screen readers it is important that your poster slide reads in a meaningful sequence (top to bottom and left to right).
- The reading order in the Faraday Institution template is correct.
- If you add new sections as you build your poster, recheck the reading order by opening the Reading Order pane by clicking **Review** then **Check Accessibility** then **Reading Order**.
- Click the arrow icons or drag items to re-order them:



- For further guidance refer to the [Microsoft guidance on reading order in PowerPoint](#).

(4) Ensure images are accessible

- Try to avoid using an image as the sole means of conveying information. Ensure text conveys the content also.
- Images need to be high enough resolution to ensure they retain quality when enlarged.

Add alternative text for images

- The purpose of alternative text ('alt text') is to communicate the content of an image to people who can't see it.
- Screen readers will announce the image then read the alt text.

- It may not be possible to fully describe the context of complex graphics, infographics, graphs, and flow charts through the alternative text field alone. Where this is the case provide a fuller description in a document (using your university SharePoint, Google Docs, Dropbox or similar) clearly linked to from the alternative text field.
- To add alt text for images or figures in your poster **right-click the image** and then select **Edit Alt Text**.
- Write your description in the pane that appears on the right-hand side:

Alt Text ✕

How would you describe this object and its context to someone who is blind or low vision?

- The subject(s) in detail
- The setting
- The actions or interactions
- Other relevant information

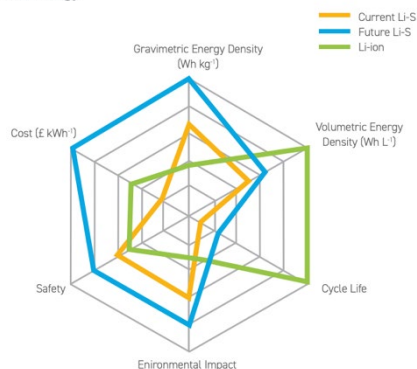
(1-2 detailed sentences recommended)

The structural re-arrangement of honeycomb shows as Na 0.75 [Li 0.25 Mn 0.75] O₂.

Mark as decorative

Example of alt text 1:

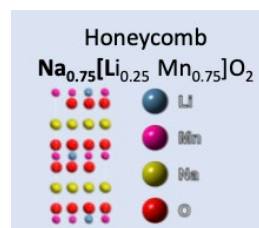
Figure 1: A comparison of the benefits toward key metrics offered by current and future Li-S and Li-ion battery technology



Good example: Spider graph comparing benefits toward key metrics offered by current and future Li-S and Li-ion battery technology, highlighting [now go in to detail about what the graph is showing from the context in which you are using it].

Bad example: Image of graph with blue, yellow, and green lines showing the benefits of key metrics.

Example of alt text no.2:



Good example: The structural re-arrangement of honeycomb shows as $\text{Na}_{0.75} [\text{Li}_{0.25} \text{Mn}_{0.75}] \text{O}_2$.

Bad example: Honeycomb structure re-arrangement.

- Alt text for the photograph of yourself can just read "Photo of [NAME]".
- Alt text for your university logo can just read, for example, "Logo of Newcastle University".

Further advice on alt text

- The [POET training tool](#) offers excellent advice on creative meaningful alternative text descriptions.
- Check out the [Microsoft PowerPoint help page add alternative text to visuals](#).

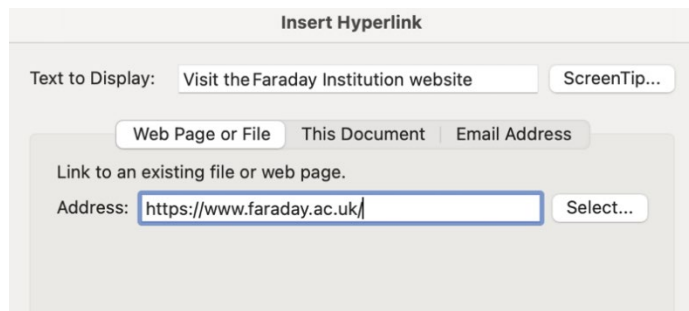
(5) Be careful with the use of colour

- Use [Faraday Institution brand colours \(page 13\)](#), and the poster template provided.
- Don't use colour alone to convey meaning (many people are colour blind).
- The Microsoft [Accessibility Checker](#) will alert you to any contrast issues.

(6) Create accessible hyperlinks

- Write meaningful link text (text that links to a web address) that describes its destination. It needs to make sense when read out of context.
 - Don't write: "[Click here](#) to visit the Faraday Institution website".
 - Write: "[Visit the Faraday Institution website](#)".
 - To make a hyperlink, highlight the text or image you want to link from then select **Insert** then **Hyperlink**.

- Select **Web Page** and add the URL you want to link to in the Address field.



- For further advice see the Microsoft PowerPoint guidance [create accessible hyperlink text](#).

(7) Create accessible tables

- For screen reader users, bulleted or numbered lists are more accessible than tables.
- If your data is best presented in a table, try to keep the table simple.
- If the table is complex, consider whether you could present it instead as a list or divide it into multiple smaller tables.
- Do not split or merge cells as this impacts the reading order.
- For screen reader users, it is also useful to add a short descriptive caption for each table (Review tab, Accessibility Checker, Alt text, as for images).
- The key to making data tables accessible to screen reader users is to clearly identify header rows:
 - The header row gives context to the information that it relates to. Marking these enables screen readers to repeat header rows when reading table data so that the data in the columns is always referenced back to the header.
 - In PowerPoint, select the Header row of the table (the row with Month and Rainfall total in the table below). On the **Table Design** tab, in the **Table Styles Options** group, select the **Header Row** checkbox.

<u>Month</u>	<u>Rainfall total</u>
<u>January</u>	<u>30mm</u>
<u>February</u>	<u>28mm</u>
<u>March</u>	<u>34mm</u>

- For further advice see [Use Microsoft's guidance on creating tables in documents](#).

(8) Save your poster as pdf and jpeg

- Save files with the name format: first name, surname, FUSE22, project. Example: HollySmithFUSE22Nextrode
- Submit your poster as a pdf to sophia.constantinou@faraday.ac.uk
 - From the **File** menu, select **Save as Adobe PDF**. Before clicking Save, Click **Options**. Make sure **“Enable Accessibility and Reflow with tagged Adobe PDF”** is ticked. Click OK. Click Save.

- Also save your poster as a JPEG, for use in your LinkedIn post.
 - From the **File** menu, select **Save As**. In the drop-down menu select **JPEG File Interchange Format (*.jpg)**.

(9) Post event – share on LinkedIn

- Share your poster on LinkedIn including a jpeg image of your poster (with supervisor permission) to boost your researcher identity.
- In the text above the image ensure you include the following wording: “To view the fully accessible, digital version of the poster, please click here: [Add link]”
- To generate a link, save the pdf of your poster on your university SharePoint, Google Docs, Dropbox or similar.
- Example on next page:

Fran Long • You
Attracting & equipping diverse STEM talent for the batt...
now • 🌐

Over the past 8 weeks I have had the pleasure of undertaking [The Faraday Institution](#) Undergraduate Summer Experience internship [#FUSE22](#) under the supervision of [Paul Shearing](#) at [UCL](#). My project focused on the safety of lithium ion batteries...

[Add detail]

To view the fully accessible, digital version of the poster, please click here: <https://lnkd.in/eTdHs6SA>

How can we use energy from the sun to make fuels?

Nature driven photochemical approaches to solar fuels

Add intern photo here

Name of Faraday Institution intern followed by other researchers

Abstract	Motivation	Methods
<p>El volutpat et la moll am eum et quas conne snciet laboresed maucos et modit voleri cone volor ratorporum volugrasi dolupta dis explitrum doluptage sunt quita commis que porrat atone cupit.</p> <ul style="list-style-type: none"> • Eit con ne exerat an debet equimata tepercedit endorompa volupta tatur, od quam id mollabo. Nem sequendit ate volorum foccupa veni teni reri anduri veridige nitenti, quant amemil luri doluptati veribus coneeque mos veridibis modigua tianhe nitenu, cumi aut as reri ma. • Engonam volupta de dis ut iposage ditatquar, quis ex andia que con ni dolupta conenti testione rapiam quid et est hillo labore ditatuc, quediels mi, sed maamet des meorum volere inquid maximoia quatemolum eius, teni fagiatat. Per inia debet ut ape volure nitore → Nitimeve rectoribus sunt quatem di reum ratorinet quo offic tempore inquidit beas. Nullabor alitem. Utam ni inveltibus et qui 	<ul style="list-style-type: none"> • El volutpat et la moll am eum et quas conne snciet laboresed maucos et modit voleri cone volor ratorporum volugrasi dolupta dis explitrum 	<ul style="list-style-type: none"> • El volutpat et la moll am eum et quas conne snciet laboresed maucos et modit voleri cone volor ratorporum volugrasi dolupta dis explitrum