

# ACCESSIBILITY DOCUMENT

As a speaker at an inclusion conference, keep these guidelines in mind as you design your products to reach a wider audience. Here are some tips to ensure that your presentation is accessible for all.

## • **Drafting your presentation**

### Know your audience

- Know your participants before presenting: some may be accompanied by interpreters, interveners, note takers or captionists.
- Be prepared to provide materials in advance for those who need more time or quiet to gain better comprehension.

### Preparing your presentation

- Use plain language and presentation materials that are crisp, to the point and concise.
- Ensure that video material is captioned for participants who are deaf, deafened and hard of hearing.
- Provide descriptive narration format for people who are blind or have a visual impairment (particularly for charts and graphs).

### Visual Presentation

- Use high-contrast colours for text and background, such as: Black/white, Yellow/blue etc.
- Avoid complicated or decorative fonts. Choose standard fonts with easily recognizable upper and lower-case characters.
- Bigger fonts are better, and do not overload a slide with text.

## • **Workshop presentation**

### Room set-up

- Promote a scent-free environment.
- Ask attendants requiring or having assistance to identify themselves at the beginning of the workshop.
- Keep in mind the needs of various participants and their service providers, such as seat allocation.
- Inform participants of the nearest emergency exits and accessible restroom facilities.

## Presenting

- Briefly describe the content of the agenda and handout materials at the beginning of the workshop.
- While delivering your presentation speak clearly and presenters to speak clearly and at a moderate pace and always face the audience.
- Periodically check with the audience to see if the message and presentation material are understood.
- Some people take longer to express ideas than others; allow time for people to respond at their own speed.
- During question and answer periods, remind people to speak slowly and clearly and state their name before beginning.

## • **Hand-outs**

### Paper Document

- Use a San Serif font such as: Arial, Helvetica, Verdana, Futura, Univers and Franklin Gothic
- Keep your text large, preferably between 12 and 18 points depending on the font
- Separate text into columns to make it easier to read, as it requires less eye movement and less peripheral vision
- Printed material is most readable in black and white. If using coloured text, restrict it to things like titles, headlines or highlighted material.
- Leading is the space between lines of text and should be at least 25 to 30 per cent of the point size
- Paper finish: use a matte or non-glossy finish to cut down on glare.

### Alternatives to print formats

- People who have print disabilities may rely on alternative formats such as Braille, large print, DAISY, audio, diskette, flash or jump drives, CD, DVD, or a format that can be downloaded. Converting materials may require some time, so you need to consider the possibility of these requests in your overall planning.
- People who use hearing aids will need captions for all audio materials.

