EMBED

Tips for delivering an inclusive online information and presentations

This short guide provides some tips on delivering a virtual presentation that will help all your audience to better participate regardless of their diverse communication needs. This includes attendees with hearing, visual or speech impairments, neurodiverse profiles as well as those who speak English as a second language.

Use of language and terminology

You will be addressing a diverse audience which will include people with visible and non-visible disabilities and of different genders, ages, races, faiths, sexualities, cultures and socio-economic backgrounds.

- Write in plain English and avoid jargon and acronyms
- Use images that reflect diverse communities
- Make sure that statistics are as diverse as possible
- If using terminology that could be deemed offensive to some - explain the context

Accessible PowerPoint

To make your slide deck as inclusive as possible we recommend that you:

- Use a bold sans-serif font such as Arial
- Use a minimum 16-point font for body text and larger for headers
- Use thick links in charts and graphs.
- Use initial caps and lower case for titles and text
- Left justify all paragraphs and minimise use of columns
- Use a good colour contrast
- If your presentation includes video, make sure it's captioned

Note: Use PowerPoint's built-in accessibility checker to help

Delivering the session

Although the event organisers will have considered accessibility requirements the following advice will help to make your session as inclusive as possible.

- Practice using Zoom if it's a new platform for you
- Be prepared to share you slides in advance to help attendees prepare
- Keep your background as plain and uncluttered as possible
- Use good lighting help anyone lip-reading
- Allow enough time for participants to read your slides
- Describe all visual information on the slide including images and charts
- Speak as clearly as possible as live captioning will be used for most sessions