Guidelines for speakers creating accessible presentations

Self-advocate leaders have worked together to make this guide on how to include people with intellectual disabilities when you are speaking or leading presentations at conferences and meetings.

Accessibility

- An accessible presentation helps everyone to understand.
- We need the language you use to be easy to understand, clear and to the point.

- Do not to use long technical jargon.
- Do not use acronyms. Always use the full name.
- Pictures and videos will help explain your topic.
- Make sure slides or handouts have the same information to what you are saying, having lots of different information at once is confusing.

- Any information= should be colourful, look inviting and not have too many words

- For in person meetings, traffic light cards help us to let you know if we are happy, if you are going too fast or if we have a question

- Our supporters may need time to explain ideas or translate information, make sure there is time for this.
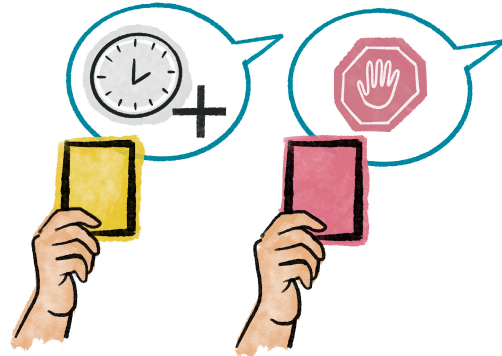
What is a good presentation?

- During a good presentation, the speaker will:

  o Introduce yourself in a friendly way.

  o Explain what you are going to talk about.

  o Use easy to understand handouts and slides with pictures.

  o Give clear and up to date information.

  o Use positive stories and examples.

o Have activities that all the audience can participate in and which help us to learn more about the topic.

o Always check if the audience is happy and we understand what you are saying.

o Create a friendly atmosphere where we feel we can ask questions.

- After the best presentations we have understood what we heard and we have learned new things.

What should not happen?

- Do not rush! We will not be able to follow if you are going too fast.

- Stick to your timings and do not run over.

- Do not use complicated graphs or diagrams.

- Do not be boring, use videos, stories, photos, questions and activities to keep us interested.

- Respect the traffic light cards, if we use the cards and we are ignored, we feel left out.

- Do not rush to finish, make sure you leave enough time at the end for questions.

Other things to remember

- Really think about how you can include everyone when you are writing your presentation.

- It is a good idea to ask a self-advocate check the accessibility of your presentation.

- When you start the presentation, make sure everyone can hear you.

- Check if those who need translation have it.

- Check your body language, try and appear friendly.

- If the meeting is on-line make sure everyone knows how to use the platform and can use the features like interpretation, chat and captions.

- Ask for feedback, this will help you with planning your presentation next time!

More information

- We hope you found this document helpful

- If you want any more information please visit the Listen Include Respect website.