Checklist for giving an inclusive presentation

Considerations when preparing for the presentation

☐ If there is pre-reading material to your presentation, ensure accessible versions are prepared well in advance. Share this material and your presentation with all participants and the Sign Language interpreter (if attending) preferably one week in advance.

☐ Check with the organisers, what accessibility measures are in place and if participants have raised reasonable accommodation requirements.

☐ Use a microphone to be clearly audible even at the back of the room.

☐ Ensure there is good light on your upper body without shadows.

☐ If there is a Sign Language interpreter, they need to be in a well-lit part of the room.

☐ Use plain language without technical words or abbreviations in the pre-reading material or in the presentation.

☐ Do not make your slides text-heavy or too complicated.

☐ When choosing images, make sure they represent the diversity of humanity and don't reproduce stereotypes.

☐ When using images, please make sure you use alternative text to describe the image.

☐ For videos - ensure there are subtitles or a transcript

☐ Live presentations – turn on 'always use live subtitles' in Slide Show tab

Considerations while presenting

☐ Introduce yourself.

☐ Use inclusive language.

✓ Start with the ground rules to ensure inclusion. For example: all participants must announce their name before talking so persons with visual impairments know who is talking.

✓ One person speaking at a time. It can be difficult for persons with hearing impairments and Sign Language interpreters to follow if more than one person talking.

✓ Have gaps at the end of sentences or paragraphs to ensure the Sign Language interpreter can keep track.

✓ Repeat any questions that are asked from the audience, so people who are lipreading or using a radio aid will know what the question raised from the audience is.

☐ Regularly cross-check with the participants if the pace of the presentation is suitable.

☐ Avoid unnecessary noises and try to keep background noise to a minimum to make it easier for people to follow you.

☐ Remember to have regular sensory breaks, especially for persons with sensory impairments to have a few minutes break without sensory inputs.

☐ Do not assume everyone can read, so read out everything on your slides. Always describe everything on the slide that is not in the text like pictures and graphs.

☐ Avoid language such as: look at the image behind on the slide. Instead, you could say, there will be an image on the slide and then describe the image.

☐ Break complex ideas into smaller nuggets and simplify.

☐ Repetition is useful. Give adequate time for the participants to digest the information and respond.

☐ Give time for participants with speech impairments to express their views without interpreting or completing their sentences. If you are unsure of what they said, repeat what you understood so that the individual has a chance to respond and clarify.

☐ Look directly when speaking to participants with hearing impairments and do not cover your mouth or chew gum to aid lip reading.