

Accessible and Inclusive Speaker's Guide



Lectures/Speeches, and Presentations etc.

1. Use one major topic per lecture/speech and delineate clearly between multiple topics
2. Include short, active, and experiential opportunities at 20 minute intervals (where possible)
3. Consider your audience ahead of time and think through the experiential opportunities you want to provide. Are there inherent barriers that may inhibit a person's participation?
4. Consider offering a choice of experiential opportunities – more active/less active
5. Remember to be careful not to “out” a person or group; by requiring a higher literacy or ability level to participate; or placing people in a position to disclose aspects of their identity such as poverty, gender identity, hidden disabilities, etc.
6. Provide relevant examples to help explain key concepts
7. Verbally explain images, charts, graphs, and tables
8. Allow participants to audiotape lectures
9. Minimize audible and visual obstructions in your setting



Slideshow Presentations

1. Use large font 18+ or greater in sans serif styles like Arial, Verdana, or Helvetica
2. Use high contrast colors between text and a solid background
3. Use slide layout templates and unique slide titles to format your content
4. Use 3-6 bullet points per slide

5. Include captioning and transcripts for embedded videos with accessible player controls
6. Verbally explain and provide text to describe images, charts, graphs, and tables



Print Documents

1. Use 12-point font or greater in sans serif styles like Arial, Verdana, or Helvetica
2. Use high contrast color between text and a solid background
3. Use bold text for emphasis rather than italics or all capitals
4. Avoid text boxes or watermarks
5. Use paragraph styles, headers, or columns to format documents
6. Ensure logical tabbing order
7. Provide text to explain images, charts, graphs, and tables



Web

1. Present content in multiple accessible formats (e.g. text, videos, and images)
2. Keep the interface simple and intuitive
3. Use captions and transcriptions for images, charts, graphs, and tables
4. Include both sound and text with media where possible
5. Use familiar print fonts like Arial, Verdana, or Helvetica
6. Ensure hyperlinks have unique self-explanatory link text rather than “click here”

References

1. Inclusive Design Research Centre, Ontario College of Art and Design (OCAD). (2011). [Accessible Digital Office Document \(ADOD\) Project](#).
2. U.S. Department of Health and Human Services (DHHS). (n.d.). The research-based web design & usability guidelines. Washington, DC: U.S. Government Printing Office.