

Working in Co-production Guidance for LBH&F



Delivering inclusive
presentations, in person
and online



The benefits of an inclusive approach

Everyone, disabled and non-disabled, benefits from inclusive presentations.

They're easier to read and follow, less tiring to concentrate on and more enjoyable; they make us more likely to feel confident about getting involved in the discussions that follow.

An inclusive choice of language, slides and presentation style allows you to work together to meet your objectives.

Get more out of your sessions by planning ahead and following the basic tips in this document.

Please note that this document is not intended to be a presentation but a source of reference intended to be revisited.



Architects listen to the views of co-production group members on floor surfaces.

Context: Hammersmith & Fulham Co-production Group



The **Hammersmith & Fulham Co-production Group (HFCIG)** is part of the council's commitment to co-produce services and to design and develop policy with disabled residents.

We want to ensure that group meetings are accessible and inclusive for everyone taking part. This means group members are treated with equity and dignity which also makes the meetings more worthwhile.

HFCIG is made up of knowledgeable individuals with varied backgrounds, impairments and life experiences.

This will bring different views to the meeting, with the aim of helping us deliver inclusive and accessible projects, policies and schemes.

HFCIG meets regularly to discuss a range of issues. It is likely you have been asked to present on a particular issue/project because you are the lead officer.



Create your topic

Consider your audience, what to share in advance, facts, context and questions

How to prepare your topic: before your presentation

Know your audience

To help you plan and deliver a presentation that is accessible to everyone, ask the HFCIG meeting organiser if you need to consider any specific access requirements.

A British Sign Language (BSL) interpreter or palantypist will be provided for members of the group who are deaf and hard of hearing.*

(* [Access to Work](#) support can be used to pay for captioning service or BSL interpreters. This is also available for video-conferencing.)

Sharing papers in advance



Send any information you present at HFCIG meetings to the meeting organisers 10 working days before the meeting.



Papers sent after this deadline or new information tabled at the meeting will not be accepted. Last minute additions may exclude some people from being able to fully participate in the discussion.



Tell the meeting organiser about your access requirements too!

How to present your topic: language and approach

- Start by introducing yourself.
- As the expert, you need to help the group's understanding; include background information and context in your introduction.

The language you use to do this is important.

- Avoid jargon – it is a useful shorthand in your department and profession but it excludes people who don't know what it means.
- Don't assume prior knowledge.



**'Facade; Articulation;
Fenestration; Party Wall
- jargon packed sentence'**



**'Front; interesting feature;
doors and windows;
a shared wall,
- translated sentence'**

How to present your topic: have questions for the group



Think about what you need from the group:

- What can they tell you that will help your understanding and inform your decisions?
- Are there specific questions that you require answers to?
- Are you looking to obtain views or comments?
- Is the presentation for information or to report back on actions taken?

Let the group prepare by putting your questions in the presentation information before the meeting.

Having a couple of questions for the group can also help get the discussion started.



How to present your topic: give facts and create context

Put your topic or subject matter in context.
Tell the group, using normal language, what you are talking about.

Be ready to tell the group:

- How the work has been co-produced with residents so far
- What the challenges are
- How the challenges are being overcome.



‘We have a need for increased co-operative discussion touch-points on the issue of vehicular spaces within the 50 dwelling construction envisaged for the previously under-utilised brown space zone’



‘We are talking about a project to build 50 homes for rent on the site of a former car park. We want your opinion on the parking provision.’

How to present your topic: what to have ready

- Large scale and clear drawings/plans of the project if these are available.
- Large scale prints may also be helpful if there is space to mount on the walls of the meeting room.
- 3D plans and tactile models, if possible – or images of them if not.



Inclusive design consultant Liam Proudlock examines an architecture student's model of a building.

How to present your topic: time your presentation

Keep a close eye on the time when you present!

You will usually get 30 minutes for a presentation followed by discussions.

A useful balance is:

- 10 minutes for the presentation
- 20 minutes for questions and discussion

So, plan what you can comfortably talk about for ten minutes and set the group's expectations.

PowerPoint lets you Rehearse Timings, under the Slide Show tab.





Create inclusive slides

Consider clarity and simplicity, size, contrast, images and text, text alignment, text styles, typefaces and spacing,

Inclusive slides for presentations: clarity and simplicity

Use slides to emphasize your message, not as a script to read word-for-word.

Lots of text and pictures make slides hard to understand and distract your audience.

So,

- Keep the layout simple, with a clear heading and one image.
- Use as few key words as possible to make your point.
- Limit the number of slides to what you need to get your message across.



Inclusive slides for presentations: size matters

Make sure your presentation is easy to read from the back of a room or from around a large table.

A minimum size of 30-point text is recommended.

Inclusive slides for presentations: contrast

Make sure the information contrasts against the background.

Use dark text on a light background and not the other way round.

Everyone will benefit from good visual contrast between text and its background.

Avoid combining yellow with blue, or green with red, as these colour combinations are particularly difficult for people with colour blindness to distinguish.



Preferably use dark text on a light background



Don't use light text on a dark background if it may be printed.



Avoid combining green with red



Avoid combining blue with yellow

Inclusive slides for presentations: images and text

Setting text over an image makes it hard for everyone to read your slides.

Unless an image is completely even in tone – a clear blue sky – setting text on top of it will confuse the eye. Readers will also not be expecting to find text within pictures, so this information can be easily missed.

You may be able to use the same image – just think about where the text appears with it.

Provide verbal descriptions of images you use to help people with visual impairments understand what is being presented.



**Accessible
New Builds:
the future**



**Accessible New Builds:
the future**



Inclusive slides for presentations: text alignment



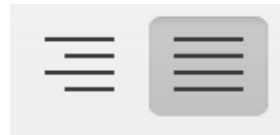
Always align text to the left.



This makes it easier to find where the next line starts, especially for people with visual impairments.



Do not fully justify text.



This creates uneven spaces between the words, which makes the sentence or phrase harder to read.



Left justified text is easier to follow than text that is fully justified or centred. It makes it easier to see where the next line starts...



Left justified text is easier to follow than text that is fully justified or **centred**. It makes it easier to see where the next line starts...



Left justified text is easier to follow than text that is **fully justified** or centred. It makes it easier to see where the next line starts...

Inclusive slides for presentations: text styles

Use bold for emphasis and avoid:

- CAPITAL LETTERS for full words
- *italics*
- underlining

These disguise the familiar shapes of letters, words and phrases. This makes reading more difficult and slower, especially for people with visual impairments

Also be careful when using fine or lightweight fonts as these can easily disappear against the background.



USE BOLD FOR EMPHASIS. AVOID **CAPITAL LETTERS** FOR FULL WORDS, ITALICS AND UNDERLINING, AS THEY DISGUISE THE FAMILIAR SHAPES OF LETTERS, WORDS AND PHRASES AND MAKE READING MORE DIFFICULT.



*Use bold for emphasis. Avoid capital letters for full words, **italics** and underlining, as they disguise the familiar shapes of letters, words and phrases and make reading more difficult.*



Use bold for emphasis. Avoid capital letters for full words, italics and **underlining**, as they disguise the familiar shapes of letters, words and phrases and make reading more difficult.

Inclusive slides for presentations: typefaces



Typefaces to choose

Simple sans serif typefaces are easier to read:

- **Arial**
- **Verdana**
- **Gill Sans**
- **Helvetica**

Some serif typefaces are also easy to read:

- **Garamond**
- **Bookman**
- **Palatino**
- **Times**



Typefaces to lose

Avoid ornate or decorative typefaces that obscure the shape of the letters and words. Examples include:

- **Dancing Script**
- **Comic Sans**
- **AMATIC SC**
- **Ultra**
- **Caveat**
- **Bradley Hand**
- **Bernard MT**

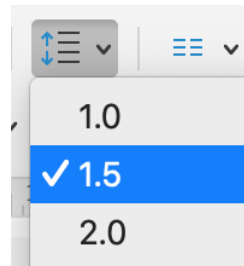
Inclusive slides for presentations: spacing

Leading – space between lines

Narrow leading makes text difficult to read. For people with sight problems, lines of text can appear to merge with the text on the lines above...

As a general rule, the space between lines should be at least 1.5 to 2 times the space between the words on a line.

Use the line spacing tool in your toolbar.



Narrow spacing or 'leading' makes text difficult to read, especially for visually impaired people. Words appear to merge, making it harder to recognise word shapes.



Wider spacing makes text easier to read. With narrow leading, for people with sight problems, lines of text can appear to merge with the text on the lines above...

10 tips for delivering an inclusive presentation

- Speak clearly, at an appropriate volume.
- Don't rush – give people time to take in your words.
- Use plain language and short sentences.
- Avoid or explain acronyms.
- Use 'I'd like to draw particular attention to...' rather than 'as you can see', as not everyone is necessarily able to see.
- Describe any visuals verbally.
- Use a ruler not laser dots to point at the screen.
- Ensure the group can see your face when you talk. Be visible and in good light, don't turn away from the group and avoid covering your mouth.



Inclusive design consultant
Liam Proudlock, ready to present.



Good and bad examples

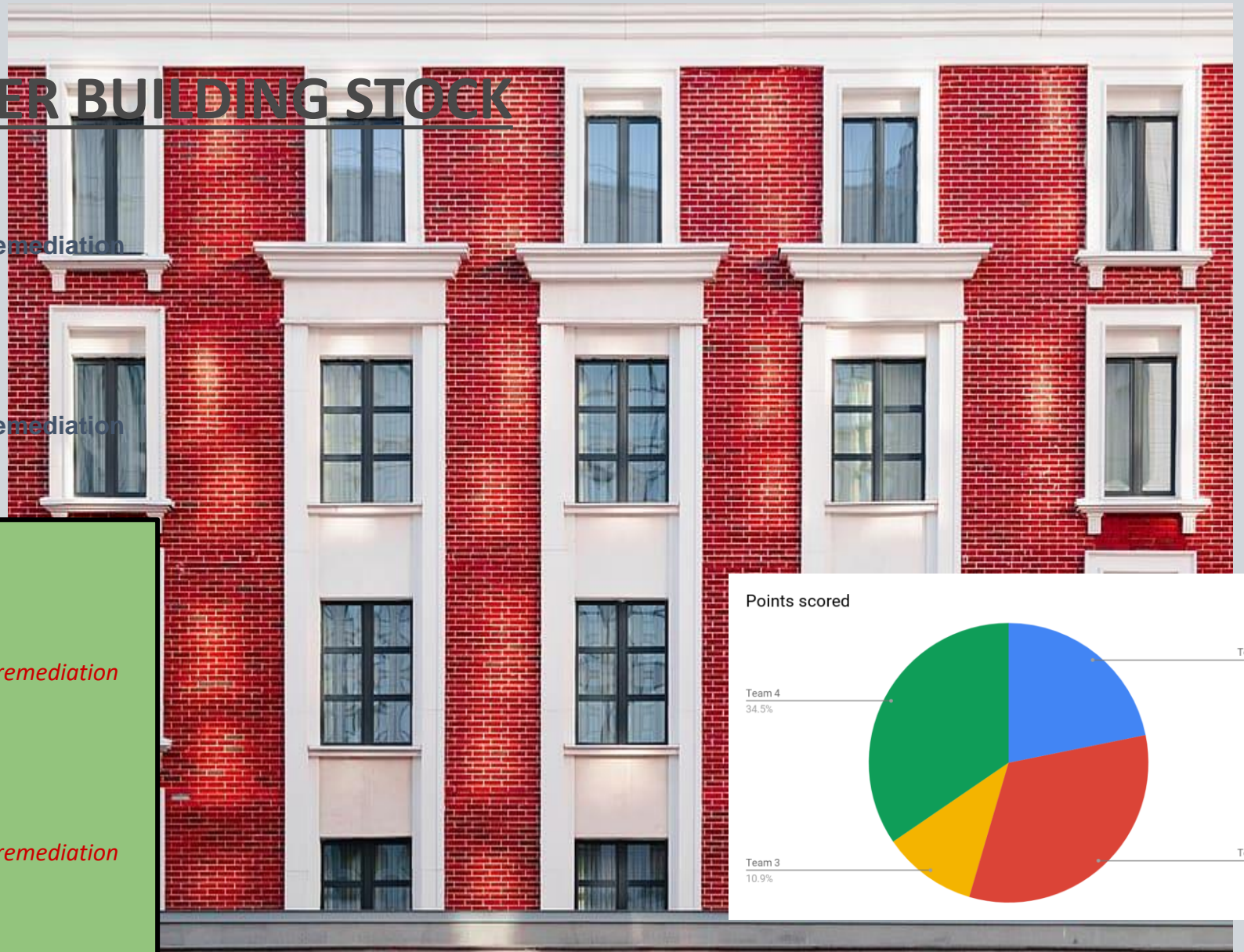
Consider which of the following slides you would you rather see

ACCESS ISSUES IN OLDER BUILDING STOCK

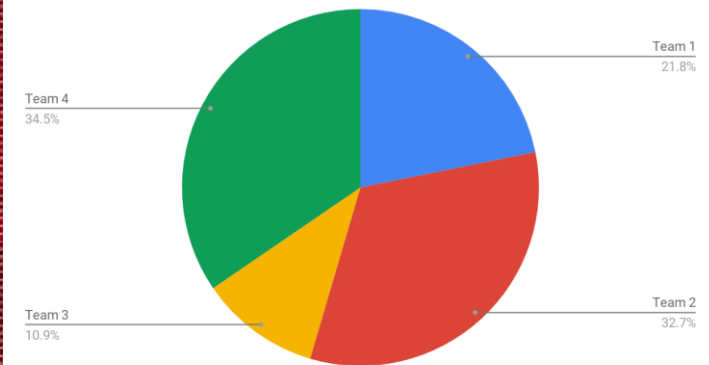
- Lack of step-free emergency egress
- *Planning restraints limiting effective remediation*
- Document M issues as unresolved
- Mixed tenancy dispute ratifications
- Lack of step-free emergency egress
- *Planning restraints limiting effective remediation*

Limits of building capacity

- *Lack of step-free emergency egress*
- *Planning restraints limiting effective remediation*
- *Document M issues as unresolved*
- *Mixed tenancy dispute ratifications*
- *Lack of step-free emergency egress*
- *Planning restraints limiting effective remediation*



Points scored



Access issues: older buildings

- No step-free emergency exits
- Planning restrictions
- Renters versus owners
- Missing freeholders
- Hard-to-reach utilities





Create inclusive handouts

Consider paper choice, type size, layout and Large Print options

How to create inclusive hardcopy handouts

- Clear print documents should use a 14 point type size (x-height 2.3mm). The minimum size is 12 point (x-height of 2mm).
- Large print documents should use a minimum 16 point type size (x-height 2.8mm).
- Use matt, silk or uncoated paper weighing over 90gsm.
- Avoid glossy paper, which can create reflections that make your document hard to read. Use matt finishes for laminated or encapsulated paper.
- Guide your readers with spacing and headings.



How to create Large Print handouts




Large Print handouts need a minimum 16 point font size and can be created using your usual word processors and printers.

Expect to do more than enlarge the text and reflow the information; the layout and artwork will need changes too.

This is time well-spent. The process can be replicated in for information such as agendas and reports.

It can also be an effective and flexible method of distributing info if you do not know what type size the end-user requires.

Publicise that Large Print is available in information in the original version.

 **Do not photocopy A4 sheets onto A3 paper to create a 'large print' documents.**

The print quality is likely to be poor and it's unreasonable to expect someone to read from an unwieldy sheet of A3 paper.



Create inclusive online presentations

Consider timing, meeting etiquette,
recording, captioning and sharing

Create inclusive online presentations: planning

- Send out your agenda items before the meeting.
- Schedule regular breaks for long sessions. Video-conferencing can be draining and BSL interpreters and palantypists will require breaks.
- Consider using a video conferencing system which supports subtitles / captioning.
- Appoint a meeting facilitator/moderator who checks in on people's understanding and reiterates key points at regular intervals.
- Consider recording the meeting and sending the video and a transcript of the chat to participants after.
- Offer an option for people to join the call via phone, for those who cannot get online. Sending the presentation in advance is even more important in these cases. The presenter should note what slide page they are on as they go along.



Create inclusive online presentations: etiquette and sharing

- If the group is small enough, ask everyone to introduce themselves.
- Ask everyone to mute their mics when not speaking to limit extraneous noise.
- Ask participants to speak one at a time to avoid people speaking over each other.
- Speak slowly and pause regularly to allow the group to comment or ask questions.
- Offer people the option to switch off cameras.

- Note which slide page you are on as you go along

Sharing

- Caption shared videos and preferably use audio described versions that give a brief description of any audio elements that may be relevant.
- If you are sharing a website consider sharing the link in the chat so that people can access it for themselves.

Thank you

Thank you for taking time to consider how to make your presentations more inclusive.

We hope you reap the benefits when planning and delivering your next presentation — your audience certainly will!

Need more advice? Please contact us at Proudlock Associates.

Tracey and Liam Proudlock

proudlockassociates.com

0845 130 1669





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