

# CITY OF MELBOURNE DISABILITY ADVISORY COMMITTEE STYLE SHEET TO ASSIST WITH ACCESSIBLE PRESENTATIONS

*Information sourced from Vicdeaf, Vision Australia and DACVic*

*Acknowledgment – Etiquette on of Communicating with People with Disabilities – City of Ballarat*

- Speak slowly and clearly while looking at the audience. Some people may be trying to lip read and a sign interpreter may be interpreting your presentation. Be mindful of your movements (being out of sight range for people who are lip reading) and of blocking the sight path of the sign interpreter.
- Language during your presentation needs to be plain English. Avoid jargon or terms only understood by your particular profession.
- If using overheads or Powerpoint presentations, ensure that the font is no smaller than 24 (Arial) point. People will not be able to clearly read any font that is smaller than 24.
- Use black print on plain background.
- Don't crowd the overhead.
- Use Arial font on the overhead or Powerpoint presentation.
- Look at the audience not the overhead presentation. This is necessary to ensure that people in the audience can see you face and lips.
- Ask for the lights to be "dimmed" while overheads or Powerpoint are being used and lights to be turned back on when presentation is finished. If you are using overheads or Powerpoint and speaking at the same time ensure there is enough light on your face so that a person in the audience can lip read.
- Remove any background noise (turn off projector when not in use and close door/ windows if noise is coming from within or outside the building).

## **Handouts**

- Handouts should be printed on white paper with black font to provide contrast and be at least 14 point font (Arial).
- An "easy or Plain English" summary version of your presentation is preferred. Plain English is the simplifying of text to make it easier and clearer for readers with learning, literacy, intellectual or language other than English difficulties.

## **Written and spoken language**

- Always put the person first.....not the disability. For example, people with disabilities, person with low vision, person who is hearing impaired or Deaf.
- Deaf with a capital "D" as Auslan (Australian Sign Language) is recognised as a specific linguistic group within our community.
- Exclude terms that may be interpreted as patronising or labelling people with disabilities as a separate group within our society, for example, "disabled people" or references to people with disabilities as "they" etc etc
- For more details please refer to the following guidelines below.