

Easy ways to make a presentation inclusive

Verbal instructions and clear directions are important in making your presentations more inclusive and accessible for people who are blind or have low vision.

Do a roll call



Name everyone in the room or get the participants to say their name. This will give someone who is blind or has low vision a sense of who is in the room and how far away they are.

Diagrams and tables



Tables and diagrams can be difficult to visualise. Consider how you would explain these aspects to someone who is blind. Make them as easy as possible.

For example: "In the table, you'll find a list of the highest rated tablets compared to their price. As you can see, the cheaper devices aren't necessarily the most popular."

Visually explain things



Remember, some people can't see what is on the screen or what you're pointing at. Elaborate on what you're doing.

For example: "On the right hand side of the slide, you'll see a graph showing exponential growth of house prices in Melbourne over the last five years. You can see a sharp rise in prices in the last two years, almost 20 per cent."

Avoid noisy situations



It's hard for someone who can't see to differentiate what noise they should concentrate on. Speak to one person at a time, and avoid unnecessary background noise. Also, think of your voice - don't turn your back while speaking as it will muffle your voice.

Do you know?

Vision Australia can translate your documents into braille.

1300 847 466

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Signpost



Give an overview of how the presentation will proceed, so someone can follow along easily without notes.

Get everyone to say their name before a comment



Get the group to announce their name before they speak.

For example: "It's Sarah, can I ask a follow up question?"

Body language and word choice

Don't stop using body language. This will affect the tone of your voice and give a lot of extra information to the person who is blind or has low vision.



Don't avoid words like "see" or "look" or talking about everyday activities such as watching TV or videos.

Also, don't be offended if someone with a vision condition isn't giving you eye contact.

Hazard reductions



Be wary of any trip hazards ie. chairs pulled out, bags on the floor, cords. These should be identified and tucked away to help avoid any trips.

Video content



Having a video audio described would be ideal. However, if the video isn't accessible, describe the content of the video beforehand, so it is easier to follow along.

Audio description services are available at Vision Australia for a fee.

Written documents

Font and size



At a minimum, your font size should be 12-point. The clearest font to read universally is Arial. Large print is usually produced in Arial 18-point font.

Large print: 18-point Arial

**Minimum size:
12-point Arial**

Email documents beforehand



Many people who are blind or have low vision use software like screen readers or magnifiers. If you email the documents beforehand, they can load it on their preferred device so they can follow along.

Written documents on the day



Make large print copies, if possible. Also, consider how the participant will fill in documents.

Provide an electronic copy so they can type, ask for verbal answers or have a stencil handy so they can write down something quickly.

Braille document conversion is also available for a small fee at Vision Australia.

Accessible documents



Making documents accessible is actually pretty easy. Microsoft Office and Adobe Acrobat have inbuilt accessibility options that you can use to turn all documents into accessible documents for blind and low vision users.

Vision Australia's Digital Access team offers training in creating accessible documents.

For more advanced help, learning how to guide someone is helpful when meeting people who are blind or have low vision.

For more information on better inclusive presentation skills and to convert documents into braille, please call Vision Australia.