

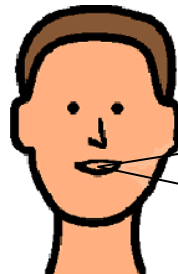
INCLUSIVE MEETINGS TIP SHEET 3

Tips for Presenters

Present your information in all formats

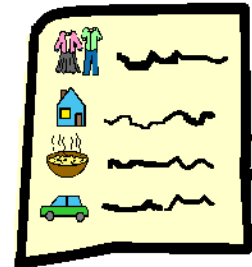


Visual, eg. powerpoint



We are going to talk about how we can be part of the community.

Verbal using plain English



Written handouts with pictorial & plain English

Use larger plain fonts

For ordinary documents

- ◆ 14 pt Arial font
- ◆ no italics or fancy fonts



For large print documents

18pt font & double spaced

PowerPoint Presentations

Use

- ◆ at least 24pt font
- ◆ only 3-4 points on each slide
- ◆ point form
- ◆ key words
- ◆ insert a picture about your key message

Use Easy English



✗ legislation	→	laws ✓
✗ participation	→	getting a go / joining in ✓
✗ accommodation	→	housing ✓
✗ partnership	→	working together ✓
✗ responsibility	→	doing the right thing ✓



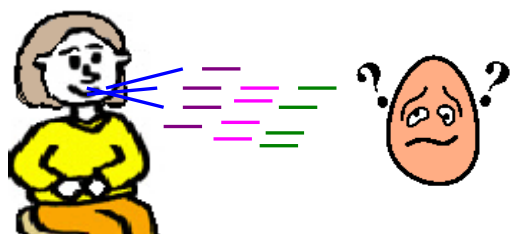
Explain jargon & acronyms

- X** Innovation → trying new things
- X** Access → the ability to get into

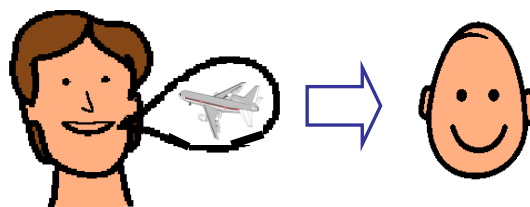


Community
Residential
Unit

Try not to present information too fast



Talk on one topic at a time



Clearly indicate when moving on to the next topic



Use respectful terminology

- People with disability ✓
- X** Disabled people
- Age-appropriate – man / lady ✓
- X** Boys / girls

Invite questions

