

INCLUSIVE MEETINGS

TIP SHEET 3

Tips for Presenters

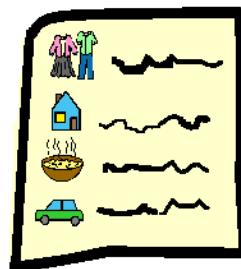
Present your information in all formats



Visual, eg. powerpoint



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



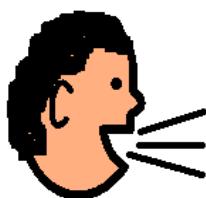
working together



✗ responsibility



doing the right thing



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Tips for Presenters



Explain jargon & acronyms

X Innovation → trying new things

X Access → the ability to get into

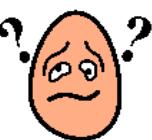


Community

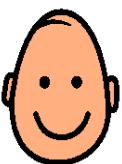
Residential

Unit

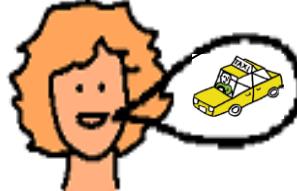
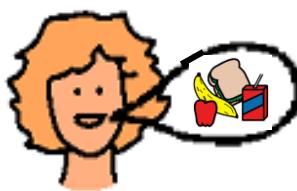
Try not to present information too fast



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

??

