



Equality and Diversity Presentation Guide

This guide outlines some practical steps to ensure that your presentation addresses equality and diversity and is accessible to a diverse audience when presenting at an Academy event. We ask that you adhere to the following guidelines designed to enable participants to fully access and benefit from your presentation.

TIMING: Try to keep to your time allocation. When you overrun, it limits the time for participation by delegates. Keeping time can support delegates who require regular breaks on the grounds of disability or religion (among others).

RELEVANCE: Tailor your presentation for the occasion, main theme and target audience. Take care to recognise the diversity of the potential audience for your work in its content, design and delivery. Giving an engaging and focussed presentation encourages delegates to actively participate.

POSITIVE: Try to promote positive messages on equality and diversity, for example, by proactively using case studies or examples (text or images) that recognise diversity and individuals' multiple identities. This enables delegates from diverse backgrounds to feel welcome and included in the event.

ONLINE: Email us your presentation at least two weeks in advance. We seek to make all presentations and materials in advance so that participants can manipulate the format and print any presentations to suit their own requirement.

HANDOUTS: If you bring in handouts on the day, please provide some in large print format (at least 16 point text or the readers' preferred size), as there may be delegates who require them.

EXPLAIN: Provide explanatory information when using pictures, sound or video-clips (e.g. use subtitles, explanatory text, subtitles for sound clips). This will provide delegates the contexts and content of the interactive materials.

SPEAKING: Try to face the audience and keep at a moderate pace. Delegates may come from diverse cultural and language backgrounds. Facing the audience will also facilitate delegates who lip read and require interpreters.

STRUCTURE: Try to break complex information into chunks. This makes your presentation more memorable and assists users who may have missed some information easier to grasp, concentrate on, and return to the key points during and after the presentation.

LANGUAGE: Try to use positive and appropriate language when referring to particular groups of people so that stereotypes are not perpetuated and/or individual devalued or depersonalised. Please avoid turning adjectives into nouns when identifying people.

JARGON: Try to keep jargon to a minimum. Try to recap and paraphrase jargon. Some acronyms and anecdotes can be culturally specific. Please spell out acronyms on first mention and explain terminology.

FORMAT: Routinely offer more than one format (i.e. electronic and paper or PDF/HTML) to avoid the need for those requiring alternative formats to request them. Adhere to the following formatting guidelines for your presentation and materials.

Microsoft® PowerPoint: use a sans serif font (e.g. Arial, Tahoma) with a minimum size of 24pt; limit the number of words on each slide; utilise bullet points and lists; use good colour contrast between the text and background.

Microsoft® Word: use sans serif font with the minimum size of 12pt; print hardcopy handouts to provide some copies in large print. Use standard headings (in styles toolbar) to make the document easier to navigate. Word also uses these headings to create an inbuilt document map.

Punctuation: use a comma, colon or full stop at the end of each bullet point to ensure that there are appropriate pauses when read by a screen reader.

Images, graphs or diagrams: visually information can aid understanding and promote diversity. Be aware that some delegates may be excluded from the benefits of a video which is unsupported (such as by subtitling, transcript or audio description).