INCLUSIVE PRESENTATION GUIDE

WHEN PUTTING TOGETHER A PRESENTATION IT IS CRUCIAL TO CONSIDER THE DIVERSITY OF PEOPLE THAT MAY BE ATTENDING YOUR SESSION.

THIS GUIDE IS NOT EXHAUSTIVE, AND IS MEANT TO HELP YOU DEVELOP A PRESENTATION THAT IS ACCESSIBLE AND INCLUSIVE TO AS MANY PEOPLE AS POSSIBLE.

REMINDER THAT INCLUSION IS MORE THAN A CHECKLIST -- IT'S A COMMITMENT TO LEARNING, CREATING SAFE SPACES, AND CHALLENGING YOUR ASSUMPTIONS AND BIASES.

WHEN PREPARING YOUR PRESENTATION CONSIDER THE FOLLOWING:

☐ ***Have you included a land acknowledgement at the beginning of your presentation?***
ARPA's standard land acknowledgment can be found here. Personalize this to be representative of the land you are going to be presenting on.

☐ ***Have you included a slide that outlines the presentation order and/or the key outcomes?***
An outline of your session helps ensure the audience knows what to expect.

☐ ***Have you included your pronouns in your introduction?***
Including your pronouns signals to everyone attending the session that you are creating a safe space.

☐ ***Do all videos you are showing include closed captions?***
If you need help adding captions, adobe has a caption generator available for free here.

☐ ***Are you using any unnecessary gendered language in your presentation or notes?***
If so, change them out for gender neutral terms.

☐ ***Have you added alternative text for any images being included in your presentation?***
Describing images ensures that people with visual impairments are able to understand the message being conveyed by the image. More information on how to write alt text can be found here.

☐ ***Is your font style and size legible?***
Ensure your font is large enough to be easily read. Use simple sans serif fonts (ex. Arial) as these are easier to read.

☐ ***Are you using any acronyms on your slides?***
If so ensure the first time you use the acronym your are spelling out what it stands for.

☐ ***Are you using plain and simple language on your slides?***
As a general rule avoid using academic terms and slang. Aim for a grade 8 reading level for community audiences.

☐ ***Are the images in your presentation diverse?***
Use an equity, diversity, and inclusion lens when selecting images to ensure your visuals reflect a range of diversity.

☐ ***Are you using graphs or tables to portray information?***
If so ensure that you are also verbally explaining this information to make sure as many people as possible understand what the visual is trying to communicate.

☐ ***Are your font color and background colors high contrast?***
To ensure legibility colors should be high contrast. If you are unsure you can use this color checker to ensure accessibility.

IN-PERSON PRESENTATION CONSIDERATIONS:

☐ ***Is there a sound system or mic available?***
If so, make sure to test the sound system and mic ahead of time to make sure it is working properly, and that the volume level is appropriate.

☐ ***Consider bringing a small selection of fidget toys.***
Having these available may help people focus better during the presentation.

☐ ***Is the space set up in a way that people can sit, stand, and move around?***
Some people may need to stand or move around to ensure they are able to pay attention to the presentation. There is also research that suggests small active breaks can help improve focus.

Alberta Recreation & Parks Association

Community COMPASS