

## Running events for the ASE – how to make your event more accessible

Schools are diverse communities that reflect our wider society and are places where young people learn about valuing and respecting themselves and others. We, at the ASE, believe that having an inclusive education means that young people can feel safe, accepted and to be themselves in school so that they can thrive. This means treating everyone equally, treating them with respect and not excluding anybody (or making them feel like they don't belong).

We want our workshops to reflect the diversity we find in schools – both in the images or examples you use in your presentation and by using inclusive language and terminology. We recommend using people-first language and we prefer to avoid labels and deficit-based descriptions. You can find the ASE's position in our Equality, Diversity and Inclusion policy on our governance pages <https://www.ase.org.uk/governance>

We would ask that you start by considering the images you have used to advertise your workshop and in your slides. Are they inclusive? Do they show a diverse mix of people/students that are reflective of our broader society? Is your language inclusive as opening a speech with 'hi guys' could instantly alienate part of the audience.

These guidelines will help you tweak your presentations so that they are as accessible as possible.

### **Planning for face-to-face events**

- Ask delegates if they have accessibility requirements before the event (this may be the ASE relaying this information to you)
- Consider how you lay out the furniture in case someone needs to sit at the front so they can see your lips moving.
- Consider lighting (is the room fully illuminated) and whether blinds on windows should be open or closed to minimise glare etc
- Does your venue offer hearing loops or captioning technology
- Is there internet connectivity and can learners join the network if they need to use transcription or translation tools.

### **Handouts and media**

- Do we need to offer large print versions of documents (or electronic versions that can be read by a screen reader) How will you get these to delegates?
- Can you use the alt-text tag with visuals and on newsletters (You might have noticed that PowerPoint tries to create these for you)
- Consider how your handouts and slides can be made more accessible - Guidance <https://www.w3.org/WAI/standards-guidelines/wcag/>
- Be aware that screen readers read slide contents in order - make sure that the order is logical



- Consider if you need to save PDFs using the save as function rather than printing to PDF as the latter removes tags/accessibility information.
- Well formatted documents are easier to navigate with a magnifier or to transcribe. Try to use at least point 14 text. Don't print near the margin of booklets (to make using a magnifier easier) Large print versions should not be created just by enlarging with a photocopier as you end up with a large unwieldy A3 document)
- Try to use matte finish paper rather than shiny to avoid glare.
- Representation - think about different groups you are speaking for and do the images represent them all rather than just one group.

## **Presentations**

- Can we present information in different ways – graphically and as a description.
- Is your text (and graphics) large enough to be seen from the back of the room. Point 18 or greater is recommended.
- Have you chosen easy to read font - avoid serifs (The RNIB recommend Ariel and Helvetica) and use bold to emphasise rather than underlining or italics. Don't use lots of different fonts.
- Have you checked you have sufficient contrast between colours (for example dark text on a light background)
- Don't overuse animations.
- Colour should not be the only way of conveying information as people with colour vision impairment might struggle to see this (Hint: You can switch the display to greyscale to check for issues for colour vision impairment etc)
- Give slides a unique title - makes easier for people with reading difficulties or using a screen reader.
- Consider a summary version for longer documents.
- Left aligned text is easier to read. Try not to hyphenate.
- Try not to use patterns or image behind text (consider fading them if you do)
- Use inclusive language - both on your slides and through what you say. Think about how you refer to different groups in your presentation and be careful to avoid non-inclusive terms.

## **Whilst the event is running (online and face to face)**

- Do we need interpreters or captioners? Will an online transcription service suffice (this applies to online and face to face events) Have these services been arranged or enabled in advance? Does the speaker know how the delegates are to access these services?
- Speak slowly and clearly (this also helps transcription tools and interpreters)
- Use simple language – try to avoid jargon or acronyms and try to be concise - short sentences are clearer & carry more impact.
- Have you built in pauses for those people who require processing time.



- Consider accessibility issues with breakout activities - responding to questions, arranging sticky notes etc. How can we make these accessible?
- Consider how you collect responses - you could allow audience participation through different methods.
- Social media and promoting your event.
- Don't use too many emojis in your posts as screen readers read each one of these out!
- If you can, use alt-text to describe your images for someone using a screen reader.
- Try not to use fancy fonts that are hard to read.
- Have you considered the images in your post – are they representative?

## Useful links

Making events accessible <https://www.w3.org/WAI/teach-advocate/accessible-presentations/>

Tips for those using PowerPoint <https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25>

Providing accessible communications <https://www.gov.uk/government/publications/inclusive-communication/accessible-communication-formats>

Accessible documents [https://www.rnib.org.uk/sites/default/files/Top\\_Tips\\_Creating\\_accessible\\_print\\_documents.pdf](https://www.rnib.org.uk/sites/default/files/Top_Tips_Creating_accessible_print_documents.pdf)

A guide to inclusive language [https://www.ohsu.edu/sites/default/files/2021-03/OHSU%20Inclusive%20Language%20Guide\\_031521.pdf](https://www.ohsu.edu/sites/default/files/2021-03/OHSU%20Inclusive%20Language%20Guide_031521.pdf)

Social media <https://www.charitycomms.org.uk/social-media-etiquette-for-accessibility>

