



# Making Accessible and Relevant Presentations to People with Disabilities

City of Toronto staff and contractors hired by the City have a duty to accommodate legislation, including the Ontario Human Rights Code (OHRC), the Accessibility for Ontarians with Disabilities Act (AODA) and other Corporate Human Rights policies such as the City's Access and Equity policy. When considering accommodations for people with disabilities, advanced planning has a significant impact on the response time of those attending meetings and public events. The following are some quick and easy strategies for making your presentations more accessible, user friendly and relevant for people with various types of disabilities.

## Developing Your Presentation

Start by doing the necessary homework, like reviewing recent and similar City projects and other documents such as the Parks and Facilities Master Plans, the [Toronto Accessibility Design Guidelines \(TADG\)](#) and [AODA](#). The online versions of the TADG and AODA are updated as changes are made so check back often.

If you are delivering a Parks-related presentation, you will also want to look at City documents such as the [Toronto Multi-Use Trail Design Guidelines](#) and the [Parkland Strategy Final Report](#).

Another useful resource for Parks presenters is the [Guidelines and Best Practices for the Design, Construction, and Maintenance of Sustainable Trails](#) developed by the Trails for All Ontarians Collaborative.

If presenting on a new construction project, include information on how it will meet TADG guidelines. All City projects must be compliant with both the AODA and TADG. If there is a difference between the two, go with whichever document specifies the higher level of accessibility.

In preparing for your presentation, be prepared to answer the following questions that committee members have asked of past presenters:

- Have you consulted the broader disability community for input? If not, why not?
- What is the nearest TTC stop to the facility or park?

When ensuring that your PDF document is fully accessible, you must:

1. Review and check the PDF in an accessibility checker like [PDF Accessibility Checker \(PAC\)](#).
2. Correct and repair accessibility problems.
3. Do a final review and rerun the accessibility checker.

Ensure that all images/pictures/charts and other graphics have short, descriptive alternate text. If needed, additional text can be placed on the page and associated with the image. This will assist people with visual impairments.

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## Structuring Your Presentation

- Be consistent with structure and design throughout the presentation.
- Start the presentation, by giving:
  - an overview
  - the project location in the city
- End the presentation by reviewing the key points.
- Present key concepts in different ways:
  - visual
  - auditory
  - tactile
- Take questions regularly
- Use plain language by avoiding acronyms and technical terminology which can be difficult to understand.
- If technical terms must be used, give a list of key terms and their definitions.
- State the purpose of your presentation and,
- If you are seeking feedback or input, specify the type of feedback or input you are seeking.
- Include any specific questions in your presentation.

## Developing Readable Text

- Use no more than six bullets per slide.
- Maintain high contrast between font and background colours. Examples:
  - dark-coloured text on a light background is high contrast and easy to read
  - yellow text against a white background is low contrast and difficult to read
  - dark blue text on a purple background is low contrast and difficult to read
- Use solid colour backgrounds behind text
- Use 16-point fonts or larger.
- Avoid large blocks of words in all caps, italics, or underline, which can reduce readability.
- Use sans serif fonts (e.g. Verdana or Arial) instead of serif fonts (e.g. Times New Roman).
- If you colour-code text, ensure there are alternative ways of conveying meaning to people who are blind, partially sighted or colour blind.

## Sending Your Presentation

Send your presentation to the host at least two weeks – 10 working days – before the meeting or event so that it can be shared with and reviewed by American Sign Language (ASL) interpreters and participants with disabilities.

# **Making Accessible and Relevant Presentations to People with Disabilities**

## **Delivering Your Presentation**

- Always use a microphone and speak at a slow pace and in an even tone.
- Anticipate that some members of your audience will require clear, concise descriptions.
- Describe key images like charts, graphics, drawings, and photos in detail.
- Avoid using “as you can see” as some people with disabilities cannot see and rely on your descriptions. Consider using something like “In this slide, we have”.
- People who are deaf, deafened or hard of hearing using ASL interpreters can not look at the slide when watching the interpreter so allow extra time for them to look at each slide after you’re finished discussing it.
- Make sure ASL interpreters can keep up: interpreters have to spell out each letter of a word that does not have a specific sign – like technical terms or people’s names – and spelling out the word takes more time.