

Guidance for speakers

In the interest of inclusion, we have developed the following guidance for speakers at our events. We understand that some of these suggestions are dependent on access to certain technologies that not all of us have access to. Please make the accommodations where possible. We also understand that many of you are seasoned presenters and much of this guidance may already be second nature to you.

1. Inclusive Introductions:

- a. Share your name and pronouns*. This is important because it ensures no one is misgendered when referred to in any subsequent communications.
 - i. You could do this verbally at the start of the talk by saying 'My name is Katie and my pronouns are she/her'
 - ii. You could include this in your title slide where we often already include the presenter name e.g. Katie Nicoll Baines (she/her)
 - iii. You could do both!
- b. Please provide an audio description of your appearance, this makes the transcript more informative and the event accessible to those with visual impairments/those not using the video
 - i. E.g. after sharing your name and pronouns, add 'I am a white woman in my early 30s wearing a bright red top, brown glasses and my hair is tied in a ponytail so it looks like my roots are brown and the ponytail is blonde'

2. Be conscious of your pace when speaking, it can be challenging to follow very rapid speech for a number of reasons (hearing and attention difficulties, if English is not your first language etc.)

*we acknowledge that many people are on a journey with their pronouns and may not feel comfortable sharing, please discuss with the event host how we can best accommodate

3. If you have the requisite software, consider using a captioning tool for your talk. There is a [feature in Microsoft PowerPoint](#) for this. Not all are very reliable, and they do come with some drawbacks if you do not speak clearly.
 - a. This will not be required for our online events as we now have auto-caption software in Zoom available, but do consider using in other speaking opportunities where this feature is not available.

4. Slide formatting is also important for accessibility¹:
 - a. Use a pale coloured background for your slides (not bright white and not patterned)
 - b. Use a sans-serif font
 - c. Avoid red/green contrasts in tables and figures (you can check colour blind friendliness using a smart phone app like ColorBlindPal or other simulators available online)
 - d. Sometimes it's not possible to make slides that work for everyone, to help this consider making the slides available to the participants e.g. link to download the file or google slides link, that way the participants can edit to suit their accessibility needs**

5. Avoid text-heavy slides and where there is text on a slide, ensure you read out all the text on the slide.

**we understand this may not be an option where your slides include unpublished data or sensitive information

References/Acknowledgements:

Thanks to Jen Remnant from [Disability Inclusive Science Careers](#) for reviewing this document and making additional recommendations.

1. <https://www.bdadyslexia.org.uk/advice/employers/creating-a-dyslexia-friendly-workplace/dyslexia-friendly-style-guide>