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Guidance for Presenters at C-DICE Events

C-DICE is committed to promoting equal access to knowledge and supports the construction of a diverse and inclusive learning environment. We want all the participants that attend our events to be able to fully engage and access the information presented. To reach this goal we strongly encourage presenters at our events to ensure that when they design their presentation they consider a broad range of diverse characteristics of potential attendees in the audience, e.g., native language, gender, race, ethnic background, age, sexual orientation, belief, learning style and all kinds of disability.

Before the Presentation

Ensure that everyone can access printed materials and electronic resources. If you are using printed handouts for your presentation, consider having a few copies available in large print. For material provided online consider the accessibility when distributing them (e.g., provide a text-based description of the content of images, use a heading structure).

Information about the features in each room for the conference is available here. Please use the "Filter listing" to see specific rooms in 'James France' building.

To remove any barriers to participation, when promoting a C-DICE event, we will include a statement to prompt participants with accessibility needs to contact C-DICE if they need adjustments on the presentation material.

Loughborough University's "AccessAble" is available to check the accessibility of venues so you can plan ahead (includes information on parking, toilets, signage, audio). More information on AccessAble here.

During the Presentation: Delivery Tips

- Create a learning environment that addresses different learning styles by incorporating a range of methods that make use of a variety of senses.
- Present the structure of your presentation. Inform participants on whether you will have questions during or after your presentation.
- Ensure that everyone fully participates in presentation activities during the event. Consider using different tools (different formats, chats, polls, questions) to enhance participation and engagement of people with speech difficulties, vision impairment, hearing impairment and cognitive and learning disabilities. If you have organised activities like small group discussion and participants have to move around, please consider any accessibility issues.
- Organise your content but also allow flexibility to adjust to your audience as appropriate.
- Be visible and face your audience when speaking or reading a material. This will allow attendees to hear and understand you better.
- Use inclusive examples.
- Use clear language and give explanation alongside any terminology or acronyms.
- Inform delegates when your presentation slides will be available.

After the Presentation

It is advisable to share your material and content with the participants after the event. Ensure when you share that you have adjusted the slides, so they are accessible; if you have used automatic captions during the presentation correct any semantics, use text on images and video captions.

Some people might need more detail and information beyond the slides. You can share or direct them to resources that cover the topic of the presentation. If the presentation is recorded and shared

afterwards, you can consider adding captions and/or transcript and possible translation to widen the audience of your presentation.

Include slide with your contact details so participants can contact you with feedback.

Communication Tips

These are some hints that can guide you when you deliver a presentation and interact with attendees with disabilities.

- Ensure that you treat all individuals with the same respect and consideration.
- Avoid referring to a person's protected characteristics such as disability unless it is relevant to the conversation.
- Use non-gendered language.
- Interact and talk directly to the attendee, and do not talk to them through their companion/interpreter. Please be aware though that not everyone uses eye contact or is comfortable with physical contact.
- Before providing assistance, ask the attendee with physical disability if they require any help.
- Ask permission before contact with an attendee's mobility devices or assistive technology. For instance, interacting with an attendees' guide/service dogs.
- Avoid negative descriptions of an attendees' visible disability. Phrases like 'a person is confined to a wheelchair' is not appropriate. At the same time, you should not be afraid using phrases like 'see you later' or 'let's go for a walk' around attendees with disabilities.
- Converse with inclusion in mind and avoid any form of discrimination across protected characteristics.

If there are groups of attendees in your session with special needs, we can provide further guidance on how to make your presentation inclusive.

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