



## GUEST SPEAKER AND VISITING LECTURER INCLUSIVE PRACTICE GUIDANCE

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Below are some tips for guest speakers and visiting lecturers to help you to make better presentations and to assist us in our aim to make all presentations accessible to all participants.

### ACCESSIBILITY & UNIVERSAL DESIGN

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All Presenters should:

1. Provide your presentation to the University of Brighton in advance for dissemination to participants, particularly those with visual impairments. We encourage all students to download PowerPoints from Student Central, our virtual learning environment.
2. Ensure any films/videos being used have subtitles for hearing impaired participants and those for whom English is not a first language.
3. Try not to rush through your presentation: rushed presentations make notetaking, SpeedText (live captioning) and sign language interpretation difficult.
4. Describe important content that is visually presented on slides for example graphs etc.
5. Try not to speak too quickly and define terms where necessary. This is useful for people with hearing impairments or language processing difficulties as well as people whose first language is not English.

6. Always face the audience and do not cover your mouth - be aware that lack of eye contact and/or the inability to see your lips may make your presentation inaccessible to some.
7. Have a clear goal for your contribution and explain that goal to your audience at the beginning. Don't try to incorporate everything – instead identify the key message and put it across clearly and concisely.

## TIPS TO INCORPORATE INCLUSIVE PRACTICE

### GUIDELINES IN TO YOUR PRESENTATION – ENSURE YOUR PRESENTATION INCLUDES MULTIPLE MEANS OF:

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#### Representation

- Tip: Use multiple modalities. Even if your preference is primarily oral presentation, it is helpful to support your words with visual images of some kind. Provide your presentation/associated materials in advance so audience can follow on mobile devices if they wish.

#### Action & expression

- Tip: Include resources or 'next steps' on your final slide to encourage the audience to follow up and enquire further into what they have heard.

#### Engagement

- Tip: Allow time for questions and answers at the end of your session. Incorporate the hashtag for University of Brighton @uniofbrighton so participants can engage on twitter. Why not incorporate a reflective question which gets your audience thinking?

### OTHER TIPS AND INFO FOR PRESENTERS:

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- Time your contribution carefully in order to encourage questions and respect others' presentations – we may give presenters a signal when they have 5 min remaining.
- Most teaching spaces will have a computer, digital projector and will be wired for sound (for videos etc.).
- If you have an interesting idea you'd like to try out but need something special, pitch it to us and we'll see if we can help!

