**Presenters Guide**

 **Disability Design Reference Group (DDRG)**

Date approved by DDRG: 2022





**Contents**

The guidelines in this manual are to assist you to get the best possible outcome from meeting the DDRG.

Presentations that do not meet these guidelines are likely to be returned.

Introduction Page 2

About the DDRG Page 2

How the DDRG work Page 2

Rules of engagement Page 3

Maximise your time with the DDRG Page 4

Things to consider when developing your presentation Page 5

Things to consider when presenting Page 7

**Introduction**

This guide has been co-produced with current DDRG members who have incorporated key points they feel you need to consider prior to and during presentations.

We want everyone to get the best outcome from your presentation. By following these guidelines presentations should be as accessible as they can be for all DDRG members.

**About the DDRG**

The Disability Design Reference Group is made up of experienced, professional people with a wide range of impairments. We’re passionate about creating an accessible public transport and infrastructure system for everyone.

We believe individual disabled people to be the experts in their impairments, the barriers they face to live independently, and their access requirements to live inclusively.

Members have been and will continue to be recruited to the DDRG on the basis that they will present their own independent and objective advice. This advice is reflective of their transport knowledge, audit backgrounds, and where applicable other relevant work they are involved with. This, alongside their lived experience of using public transport as a disabled person with a specific impairment, is the key to the DDRG’s success.

**How the DDRG work**

We work within the **Social Model of Disability**: we understand that barriers disable people [who have impairments or health conditions], by preventing them from accessing spaces, places, communications, and opportunities. Society can and should remove these barriers, to achieve inclusivity.

Find out more about the Social Model via the following links:

* <https://breakthrough-uk.co.uk/social-model-of-disability/>
* <https://www.youtube.com/watch?v=24KE__OCKMw>

The DDRG and its meetings are co-ordinated by Breakthrough UK (BUK), a Disabled People’s Organisation working to promote the rights, responsibilities, and respect of disabled people.

* It is the responsibility of the **BUK Co-ordinator** to arrange meetings and to review presentations for accessibility with your TfGM contact.
* The **DDRG Facilitator,** who chairs the meetings**,** is an experienced disability consultant with a degree in Construction Engineering.

The Facilitator ensures the DDRG is steered in the correct direction and that discussion is supported. The Facilitator also directs questions posed from a sound technical knowledge ensuring members understand and add value to the discussions.

* Your **TfGM contact** is responsible for overseeing the meetings and setting the agendas.
* At meetings there may also be personal assistants, British Sign Language interpreters, captioners, and / or Lipspeakers (a hearing person who has been professionally trained to be easy to lipread, often with the aid of signs) to assist attendees.

**Rules of engagement**

We have a positive and inclusive approach established at DDRG meetings.

‘Ground rules’ for engagement and participation are essential. Group members are reminded of the ground rules at the start of each meeting and the contractual terms for DDRG members require each member to commit and ‘sign up’ to the ground rules as part of their “Member Agreement”.

It will be expected that these rules are also adhered to by presenters at the meetings. These rules include:

* Respect the views of DDRG members and others present
* Remain focused on the topic of discussion
* Uphold confidentiality
* Consider issues that might be of particular interest to disabled people

Experience has shown us that complex topics may require a separate sub-group, which provides a task focussed approach from a smaller group of DDRG members. This approach works particularly well if there are a large number of outcomes required from a presentation and within a short time frame.

**Maximise your time with the DDRG**

Be clear on the outcomes you require from the meeting, we work to a positive, solution driven approach. The communication between the presenters, TfGM’s main contacts, DDRG Coordinator and the Facilitator of the group is essential to this.

Brief your contact at TfGM on what outcomes are required by your project team. This will ensure the DDRG is presented with clear goals and objectives.

**Be clear about what you want to achieve:**

* Are there specific questions that you require answers to?
* If so, list the questions you want to ask within the presentation.
* Are you looking to obtain views or comments?
* Is the presentation for information?
* Is the presentation a report back on actions taken?

This approach enables the Facilitator to ensure that the DDRG remain focused on the item and the outcome and supports accurate recording within the minutes.

Your intended outcome needs to be made clear to the DDRG within the papers that are circulated and should be reinforced from the start of your presentation.

**Circulating papers in advance**

We have a target of 10 days to disseminate presentations to members in advance of the meeting. This gives members time to look over and make any queries prior to meetings. You should therefore submit your presentation to the TfGM contact at least 14 days before the DDRG meeting.

If submitting a Powerpoint presentation, please also submit a Word ‘text only’ version of the content. This is more accessible for some group members, for example those using a Screen Reader.

Please note that if a presentation doesn’t meet the accessibility guidelines, the Breakthrough Co-ordinator or TfGM contact will return your presentation for changes to be made.

  **Things to consider when developing your presentation:**

* What are your required outcomes? Be clear what you want and focus on that
* Avoid adding items to agendas or information on slides at the last minute, as this doesn’t allow time for individuals to be prepared for the meeting and may exclude some people from being able to fully participate in the discussions
* When using diagrams or images ensure that they are as clear and uncomplicated as possible. Describe them verbally and on the text only version - this may mean that you need to simplify an engineering drawing, for example
* Distribute images you want people to look at rather than put them on slides - if on slides check the contrast and present on a separate slide. It is useful when looking at images to have them sent as Jpegs for people with visual impairments
* Put your logo and strapline on the first slide only allowing people to concentrate on your message
* Have no more than 4 or 5 bullet points per slide
* Use plain language
* Avoid acronyms as much as possible**.**  If used please state the full words first and use the abbreviation after that
* Ensure all text is horizontal
* Use dark text on a light background not the other way round
* Text on diagrams must be clear and capable of magnification without distortion
* Use 30 point text for slides using sans serif fonts such as Arial. Try not to alter the font sizes
* It is always best to 'left justify' text. However, it should not be fully justified as that creates uneven spaces between words
* Use **bold** for emphasis instead of words in capital letters. Many people recognise words by their shape. Words in capitals create a block which is more difficult to read
* Don’t use italics or underline words, as this makes words more difficult to read
* Use black and white where it would be clearer than colour or colour is unnecessary for understanding
* Ensure any colour used has sufficient contrast (and is used in sufficient quantities) to make it distinguishable e.g. do not use narrow bands of colour or blocks which do not contrast such as red and green
* Avoid using background fades or graphics.
* Where tables are presented from other documents, remove from a column table format and redesign for alternative formats without the use of columns, so information can be followed by line

# Things to consider when presenting to the DDRG:

* Introduce yourself at the start of your presentation so that all attendees know who you are and where you’re from
* Make it clear at the start of the presentation if there is a connection with previous presentations or site visits so that people know the context in which this is coming to the meeting
* Speak clearly and at an appropriate volume. Naturally people may feel out of their comfort zone when presenting which can result in rushing presentations or mumbling
* Presenters should come with the knowledge that the DDRG is committed. Criticism voiced should be seen as constructive not obstructive
* Ensure that you face the audience, look up and speak up, and avoid covering your mouth
* Use a remote control to move slides on so as to remain facing the audience.
* Avoid using a laser dot to highlight points on the screen
* It is better to use a ruler to point to aspects on the screen that you want to draw attention to and use words such as “I’d like to draw particular attention to…” This enables people to still see the screen and also your face when presenting
* Avoid jargon but if it is used explain what you mean to avoid misunderstanding
* Don’t rush presentations as people may miss vital information
* Don’t assume you are boring the DDRG by going into detail or that the DDRG know the topic well
* Allow time during each slide for people to digest the information as some disabled people need longer than others. This can impact on their overall ability to focus and consider the information
* Distractions can make it hard for individuals with learning or mental health impairments to focus. This is the case for example if a lot of visual information is presented whilst something is being discussed. Make sure everyone understands before you move on
* Remember there are some people who can’t see the equipment or materials being shown. Ensure you read out everything on the slide, describe things clearly and check that people understand the content of what is being presented or shown - explain which way photographs, plans or diagrams are oriented e.g. where is North? or use street names. When items are highlighted say where they are on the screen (left, right, centre etc.) Avoid non-specific language like “here” or “over there”
* Take time to explain diagrams, pictures and drawings and check that people understand what you are saying
* Don’t lapse into silence if a video is being used to stress a point. A narrative no matter how basic is important to blind participants. If a video features sound / a voice over, it must be subtitled.
* Use clear descriptions throughout. Stick to what you set out to cover and achieve so as not to cause confusion

