

Want to Widen the Welcome of Inclusion for Everyone in Your Presentations and Meetings?

Use the Top Ten Tips of Universal Design!



“When you include the extremes of everybody, that’s to say differently abled people of all sorts, then you produce things that are better for all of us.”

~ Michael Wolff

What is Universal Design? Universal Design is Good Design.

- Inclusive design of information, communication and environment
- “Equal Time” design where everyone gets the same information, access, communication at the same time
- Decreases fatigue, and increases performance and understanding

Tip 1: Font

- A combination of upper and lowercase letters is generally more legible.
- Avoid using all uppercase letters (all capital letters).
- Potentially difficult to read font styles: extra thin, extra bold, italic, highly decorative or script fonts.
- Use Tahoma or Ariel as it is easiest for people with low vision to read.

Tip 2: Text | Font Size

- 14 point size is usually effective for those with low vision.
- 18 point size is used for large-type publications.

Tip 3: Color

- Ensure sufficient contrast between color elements.
- Use the darkest text color on the lightest color background.

Tip 4: Pictures

- Do not put text over pictures.
- Crop pictures effectively to remove extra space.
- Support your content through pictures.

Tip 5: Use different ways of communicating information to help with understanding.

- Use pictures, easier to understand words, things people can touch.
- Use the Check Accessibility function on your computer's operating system to check the accessibility of your document.

Tip 6: Paper

- Use matte paper to reduce glare; high gloss is difficult to read.
- If printing double-sided, use a heavier weight paper to avoid bleed-through of text or pictures.

Tip 7: Maximize Legibility in Emails and Websites

- Consider how color will look to people who may have a vision disability.
- Make sure that clickable links are distinct. Make the links a different color, underline and/or bold font them, and maybe even make them bigger than the rest of the text.
- Use larger font sizes or make sure that readers know how to zoom. If you suggest zoom, make sure to test to make sure that the content of your email is still clear.

Tip 8: Size and Space for Approach and Use in Workspaces, Meetings, and Trainings

- Provide a clear line of sight to important elements for any seated or standing user.
- Make reach to all components comfortable for any seated or standing user.
- Provide adequate space for the use of assistive devices or personal assistance.

Tip 9: Be Mindful of Chemical Sensitivities

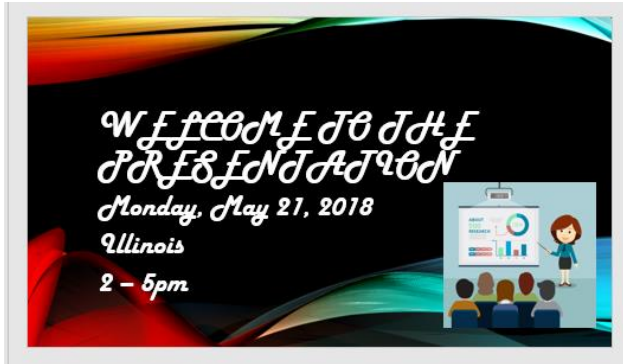
- Avoid the use of and/or presence of flowers, air fresheners, scented candles/diffusers, and cleaning products.
- If planning for a meeting or training, ask participants to refrain from wearing perfumes, scented body lotions or sprays.

Tip 10: Learn More!

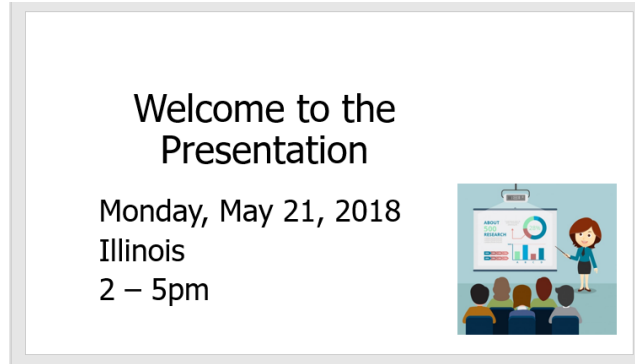
- Center for Excellence in Universal Design <http://universaldesign.ie/What-is-Universal-Design/The-7-Principles/>
- National Center on Universal Design for Learning www.udlcenter.org/
- North Carolina State University's The Center for Universal Design www.ncsu.edu/ncsu/design/cud/
- Websites Web Accessibility Evaluation Tool <http://wave.webaim.org/>
- University of Washington's Do-It (Disabilities, Opportunities, Internetworking, and Technology) Center www.washington.edu/doiit/programs/center-universal-design-education/overview

For Presentation Slides

Instead of this



Consider this



For Handouts/Agendas/Written Materials

Instead of this

Example 1

Name of Organisation
Meeting Agenda

Date of Meeting
Location
Meeting Start Time

Agenda	Estimated Time
1. Opening of the Meeting: 1.1. Open the meeting 1.2. Attendees / Apologies 1.3. Confirmation of Previous Minutes 1.4. Matters arising from the minutes 1.5. Declaration of conflicts of interest	15 minutes
2. Items Requiring a Decision: 2.1. Approval of the budget 2.2. Agreement to make a major capital purchase 2.3. Approval of End of Year Audit Report 2.4. Approval of new Insurance Policy 2.5. Approval of Grant submission for recurrent funding	60 minutes
3. Items to be Discussed: 3.1. CEO to present report 3.2. Review of Finance Performance including reports from Finance Sub committee 3.3. Review of Strategic Plan 3.4. Set date for preparation of 2013 - 2015 Strategic Plan development 3.5. These may relate to discussion of specific reports 3.6. Discuss the appointment of external consultant to facilitate Strategic Plan development 3.7. Review Quarterly Report of Risk Management issues 3.8. Review Risk Management Register 3.9. Review report on recent fundraising event	60 minutes
4. Items to be Noted: 4.1. Set date for Performance Review of CEO 4.2. Confirm date for Annual General Meeting 4.3. Review Board related correspondence	15 minutes
5. Closing of the Meeting: 5.1. Review the meeting 5.2. Confirm any resolutions, the related actions and timelines 5.3. Review Agenda Timetable 5.4. Date of the next meeting 5.5. Close the meeting	10 minutes

Consider This

THE POWER NOW!

What We Will Do During Our Time Together

- Welcome and Housekeeping
- Icebreaker Activity featuring Meeting 1: Community Building
- Overview of Empowerment Guide
- Planning for Empowerment Groups in your Community
- Small Group Work
- Presentations of Small Group Work
- Ending

We will have a break during our time together.

Please Remember...

