President’s Advisory Committee on Building an Inclusive Community (PACBIC)

Tuesday March 5, 2019, 9:30 a.m. – 11:30 a.m.

Gilmour Hall, Room 111 (Council Chambers)

AGENDA

1. Welcome and Introductions (10 min)
2. Adoption of February Minutes (5 min)
3. Kate Brown – How to Develop Accessible Presentations (45 min)
4. PACBIC Members & Working Groups – Updates & Reports (10 min)
5. Announcements (10 min)
6. Adjournment
President’s Advisory Committee on Building an Inclusive Community (PACBIC)

Tuesday, March 5, 2019, 9:30 a.m. – 11:30 a.m.

Gilmour Hall, Room 111 (Council Chambers)

MINUTES

Members Present: Ameil Joseph (Co-Chair), Arig al Shaibah (Co-Chair), Grace Pollock (Vice-Chair, Staff), Anne Pottier, Vanessa Watts, Amber Dean, Rodrigo Narro Perez, Karen Arnott, Sarah Cairns, Andy Crowell, Yimeng Yang, May-Marie Duwal-Sowa, Wanda McKenna, Jordan Carrier, Lynne Serviss, Tina Fether, Sashaina Singh, Shelley Porteus, Roseanne Kent, Dawn Unwin, Sarah Cairns

Member Regrets: Tanya Rumble, Karen Sutton, Jim McAndrew

Equity and Inclusion Office: Kate Brown, Craig Foye, Chelsea Gibson, Joan Johnson Pilar Michaud, Tolulope Ojo (had to step out for most of the meeting), Meaghan Ross, Vilma Rossi.

Community Members Present: Andrea Cole, Melanie Garaffa, Ayokunnumi Osinowo

1) Welcome and Introductions
Ameil opened the meeting by acknowledging that McMaster University sits on the traditional territories of the Mississauga and Haudenosaunee Nations, and within the lands protected by the Dish with One Spoon wampum agreement (ref: IEC May 2016). Participants were then invited to introduce themselves and their affiliation with the University.

2) Adoption of Minutes
The Minutes of February 5, 2019 were approved.

3) Presentation: Kate Brown – How to Develop Accessible Presentations
Kate covered some important points when developing accessible presentations. The presentation was shared with the membership by email. It included the schedule of accessible media workshops conducted by Nick Marquis (marquis@mcmaster.ca), Learning Technologies Consultant, Faculty of Social Sciences.
She discussed using the BOPPPS method when developing accessible presentations:
B – bridge
O – outcomes
P – pre-test
P – participatory activities
P – post-test
S – summary
The presentation will be shared with members by email.

4) **PACBIC Members & Working Groups – Updates & Reports**

**Gender and Sexualities**
Next Working Group meetings are on March 12 at 12:00 pm and April 9 at 11:30 am in MUSC 220.

5) **Best Diversity Employer Award.** May-Marie Duwai-Sowa announced that McMaster University is the recipient of the national Best Diversity Employer Award. Both she and Ameil provided background information which was followed by discussion.

6) **Announcements**

- **March 14, 2019**
  Canadian Homelessness Film Night
  LIVELab – Psychology Building
  6:30 – 9:00 pm

- **March 26, 2019**
  Race and Disability: Beyond a One Dimensional Framework
  Kenneth Taylor Hall – Celebration Hall
  11:30 am – 1:30 pm

- **March 27, 2019**
  Let’s Talk about Race: White Privilege and Whiteness
  Chester New Hall 607B
  11:30 am – 1:30 pm
April 3, 2019
La Caravana: Panel Discussion on the Central American Migrant Crisis
David Braley Health Sciences Centre Auditorium, 2nd floor
6:00 – 8:00 pm

7) **Adjournment and Next Meeting**
The meeting was adjourned at 11:20 a.m. The next meeting is scheduled for April 4, 2019 at 9:30 a.m. in Gilmour Hall Room 111 (Council Chambers).

Please send regrets to pacbic@mcmaster.ca
Accessible PowerPoint Presentation Slides – Some Tips to Get You Started!

Kate Brown
March 5, 2019
But first – How this presentation is structured – BOPPPS Method!

• **Bridge** – how to “hook” audience / bridge information from previous presentation / lessons
• **Outcomes** – what are you intending for the audience to walk away having learned during the presentation?
• **Pre-test** – activating prior knowledge – how much does the audience already know?
• **Participatory Activities** – how do you plan to engage your audience while delivering content?
• **Post-test** – how much has the audience been able to take-in after presentation?
• **Summary** – quickly summarizing / running through what was covered in presentation / lesson
What are some of the worst presentations that you have experienced in the past?

Why were they terrible?

Use the microphone to participate, or write down response for someone to read aloud for you!
Overview/Outcomes: Accessible PowerPoint Presentation Slides

• By the end of this mini-lesson, you will be able to take away:
  
• 5-6 tangible skills to adopt in practicing PowerPoint Accessibility
  • Font choice and size
  • Colour Contrast
  • Use of font emphasis
  • Writing alternative text / Image descriptions
  • Captions for videos
  • Slide “readability”
Context → Reasons to Practice Presentation Accessibility!

- Legislative requirements for digital content posted on any McMaster website
- Enhances accessibility to those using screen readers, other technologies, and those with slow browsers
- Helps with structuring, coherence and “clean look” for slides
Font choice, colour and style
Pre-Test: What is wrong with this slide???

• This is an example of a slide with too much information. It includes all the words I’m saying right now.
  • there are some sub-points in here that will be too hard to read for some low vision users or those at the back
• Again likely too many words here. Some of these will be bold, bold and italicized, and maybe bold and underlined just in case you were already confused as to what parts were the most important parts of the slide text based on the visuals cues.
• Probably could have used a few words on this slide, maybe these ones: use fewer words in bulleted lists. Which would amount to six words instead of thirty words
• Here is a weird font I’m trying out because it looks cool.
• HERE IS SOME REALLY IMPORTANT STUFF IM SAYING RIGHT NOW ‘CAUSE ITS ALL CAPS. DID YOU KNOW ALL CAPS IS REALLY HARD TO READ FOR CERTAIN TYPES
• Here is some great use of colour to show off my creative side. Love coloured text especially when it’s on another colour or on top of a picture.
Text on Slides

• **Font size!**

• Best practices =
  
  • **Minimum** 18 pt. for PowerPoint / electronic presentations
  
  • **But** 24 pt. is that much better!

• Supporting the needs of those with **low vision**, in rooms with **poor lighting** and for anyone sitting in the **back of the room**!
Text on Slides

• Font choice!

• Use **sans-serif fonts** (for example Arial, Calibri, Helvetica and Geneva, Verdana) for computer screen reading 😊

• What is a **serif-font** vs. a **sans-serif font**?

Serif Font – Flared extension, “curly bits” on the ends of letters

Sans-Serif Font – Have blockier ends, no extensions or ornamentation
Text on Slides

• **Colour Contrast!**

  • *Always* make sure to have **strong contrast** between your foreground (*font / image*) and background (*slide*)

  • Also applies to *text on images*!

• **Why is colour contrast so important?**

  • AODA legislative requirement!
  
  • Increases readability!
  
  • Looks attractive!

  **But Kate – isn’t this an obvious one?? ……**
Obviously not!

- McMaster’s new branding guidelines:

Demonstrates a good amount of colour contrast in foreground (font) to background (image)

Would fail compliance for good contrast 😞
Other things to consider in this area…

• Do **not** use **images** / **patterns** as slide backgrounds!
  • Can be distracting, difficult to distinguish from the foreground, etc.

• You choice of **font** and **font size** will impact how well **contrast**
  is being perceived
Example!

Color Contrast Checker

Foreground Color: #0E84FB
Background Color: #FFFFFF
Contrast Ratio: 3.68:1

Normal Text
WCAG AA: Fail
WCAG AAA: Fail
The five boxing wizards jump quickly.

Large Text
WCAG AA: Pass
WCAG AAA: Fail
The five boxing wizards jump quickly.
How do I determine good colour contrast ratio?

Visit [https://webaim.org/resources/contrastchecker/](https://webaim.org/resources/contrastchecker/)
Text on Slides

• Use of CAPS, **bold**, *underline* and *italics*

• Try to use a **consistent** approach to *adding emphasis* to slides→ Mixing styles can confuse the audience:

  • **What in this sentence** SHOULD I be paying attention to?

• USE OF CAPS LOCK and *italics in particular* can make text more difficult for folks with certain learning / cognitive disabilities to read / take meaning from
Good or bad slide accessibility?

• HI MY NAME IS KATE BROWN!
  • Hi my name is Kate Brown!
  • Hi my name is Kate Brown!
  • Hi my name is Kate Brown!

• Hi my name is Kate Brown!
Video Captions!
How are we feeling currently? (Show of hands)

- ¼ full – I can keep learning
- ½ full– I’m getting pretty full Kate but could go on!
- 4/4 full – Please stop talking!!
Saving yourself some energy with captions…

• Video captions on **all video content** played publicly in ON (and in particular, at universities) **must** be captioned…. 

• ….However, captioning can be stressful and time consuming, so here are the tips!
Saving yourself some energy with captions…

• If the video is from YouTube, **ask yourself:**
  - **Do you know where to turn on captions,** if the video is already captioned?
Saving yourself some energy with captions…

- If the video is from **YouTube** and **not** your own content, ask yourself:
  - Can you find an alternative video that conveys the same content but has captions already embedded?
    - Requirement of American and Ontarian accessibility legislation that videos must be captioned = likelihood that there are many videos available that alternatively have captions!
If you’re really, really excited about captioning your own material

• **Contact Rev.com** to send content to be captioned for you for $1.00 / minute.

• **If** the video content **is your own** – upload to YouTube and turn on automatic captions (contact **access@mcmaster.ca** or **las@mcmaster.ca** if you’re scared!)
  • These captions can be **edited** from your /your unit’s YouTube account

• **IF** the video content is **not** your own
  • **Find a captioned video!!!**
  • **Or** Google / contact **access@mcmaster.ca** or **las@mcmaster.ca** to ask about contacting the video creator to request permission to download and caption their content
One final thing on captioning....

- We have excellent resources available for support with captioning available through McMaster Libraries:
  
  [https://library.mcmaster.ca/services/video-captioning](https://library.mcmaster.ca/services/video-captioning)

  - Contact the library to create captions for your materials
  - View tutorials on captioning on your own
  - Be connected to Rev.com
Checking-In.....

• What is the **number one thing** presenters **forget to do** during presentations with video content?

• What should I do if I **need captions for a video** that is **not** my own content?

• Where can I go for **support in captioning videos**?
In this mini-lesson on slide accessibility, we have covered:

- Accessible font sizes, styles and emphatic uses during presentations
- The concept of colour contrast for font / images
- Writing alternative text and generating image descriptions
- Resources and tips on closed captioning video content
Where to go for more help and information?

https://accessibility.mcmaster.ca/topic/presentations/
Where to go for more help and information?

• Accessible Media Training (in-person) hosted by the Learning Technology Consultant in the Faculty of Social Sciences (L.R. Wilson Building – Nick Marquis):
  • How to Build Accessible Microsoft Word Documents
  • How to Build Accessible Presentations

Schedule for upcoming training on the tables in front of you!