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Accessibility for Ontarians with Disabilities Act (AODA) Guidelines for Cannexus Presenters

Recognizing the history of discrimination against people with disabilities in Ontario, the AODA was created to develop, implement and enforce accessibility standards in order to achieve accessibility for Ontarians with disabilities. In accordance with the AODA, please keep the following guidelines in mind when developing your Cannexus presentations. For more information, please visit <http://www.aoda.ca>.

Use strong contrast between text and background. A lack of contrast impacts people with low vision and people who are colour blind. Try colour combinations like dark blue and matte white, black and white or yellow and black.

Avoid blinking images. Any content that flashes more than three times in one second could cause a person with epilepsy to have a seizure.

Use common words instead of jargon.

Break text into small sentences and paragraphs.

Organize your presentation so it's logical and easy to follow.

If you use diagrams, sound or video, think about how to explain the content to someone who can't see or hear.

Fonts

-Sans serif fonts like Ariel are easier to read than serif fonts like Garamond or decorative fonts like Script.

-Don't use ALL CAPS. Mixing upper and lower case gives words shape, which makes them easier to read.

-Go big. Make font sizes for PowerPoint presentations 16pt or larger. For poster presentations and idea boards, fonts should be able to be read from 10 feet away.

-Use bold instead of underlines or italics as they can be hard to read.



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Layout

- Chunk information into bulleted or numbered lists.
- Write clearly and use short sentences.
- Align text with the left margin. Don't justify text as the extra space between words makes it harder to read.
- Use wide margins and leave space between lines. Closely spaced text is hard to read.
- Don't use patterned backgrounds.
- Keep slides short – no more than 3 sentences per slide.
- Don't overlap words and images.

For individuals in your session who may have a physical disability, please keep their disability in mind when organizing your presentation. For example, if your session requires participants to move around the room, be mindful of individuals who may not be able to do this and what an alternative could be for them.

For individuals in your session who may have a hearing disability, please be aware that a hearing loop or sign language interpretation can be made available with advance notice.

For individuals in your session who may have a visual impairment, please be prepared to explain images and graphics that may accompany your presentation.

Please be mindful of any individuals who may require service animals and accommodate their needs much as possible.

Generally speaking, the best way to accommodate an individual with a disability is to ask them what they require in order to ensure that they are able to get as much out of your session as possible. Thank you for helping us be in compliance with the AODA.



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