Society of Actuaries in Ireland

Speaker Tips To Promote Diversity, Equity, Accessibility and Inclusion

Pre-event preparation

- [ ] Make sure to use the most up-to-date SAI presentation template (inc. the Pride template if event is in June)

- [ ] Consider if you would like to include your pronouns in your presentation or introduction

- [ ] Be aware of your audience (e.g. students, area experts). Consider a short explanation at the beginning to explain the topic at a high level to give context for those who might not be expert in the area

- [ ] Consider the format of your slides. They should be clear, with limited content per slide and readable for all, e.g., large type size (including charts), avoid using red and green together

- [ ] Consider your use of acronyms or technical terms. If required, consider a short explanation at the start of any acronyms/terms

- [ ] Consider if your presentation allows for different ethical views or aspects to be discussed/debated

Considerations during presentation

- [ ] When welcoming your audience, please consider using a gender neutral greeting, e.g. "Hello Everyone"

- [ ] Consider if your narrative and language is inclusive throughout (inc. Q&A), and ensure you verbally describe any charts

- [ ] If attendees are asking questions at an in-person event - do not require the attendee to state their name and/or where they work

- [ ] Ensure attendee asking the question has a microphone, or if not the speaker/host should repeat the question before answering

- [ ] If possible, make your presentation available in advance of the event and also consider if you can provide your speaker notes after the event (on request)

- [ ] Consider if it is appropriate for the event to be recorded and if transcripts can be made available afterwards

- [ ] Be aware that English may not be the first language for all attendees – please remember to speak slowly and clearly