Accessible Meetings and Events – Summary of Advice List

Prior to meeting/ event

* Plan accessibility from the start, ask for attendee accommodations in the invite
* Provide Multiple methods to join – like dial-up, web, and mobile
* Schedule health breaks for longer meetings
* Plan multiple accommodation options for open door meetings – such as Communication Access Realtime Translation (CART) and sign language interpreters in both languages, and translation
* Make all meeting materials accessible, and send materials out at least one week prior to the meeting
* Preform a “Dry Run” meeting and include the service providers

Best practices for presenters

* Announce speakers name before speaking, enunciate, and speak at a moderate pace
* Use plain language, and explain terms and acronyms
* Find a quite space with good lighting and a non distracting background for the meeting
* Face the camera when speaking for people who lip-read
* Keep to the meeting schedule, respect scheduled health breaks, and close the meeting on time

Conducting the meeting

* Use the Spotlight feature to spotlight presenters and interpreters, and introduce interpreters/ captioners at the start of the meeting
* Remind attendees how to “Pin” speakers/ interpreters cameras and provide captioning service link through out the meeting in the chat
* If able, record the meeting and provide recording to attendees to watch later at their own pace
* For large meetings, mute all non-speakers on entry and turn their cameras off and announce these settings in the meeting
* Describe all visual material, in MS Teams use the “Share PowerPoint” feature instead of screen sharing to accommodate assistive technologies
* Reserve the chat for questions to limit distractions, read relevant chat messages aloud
* Use the raise hand feature, or gesture to the camera if unable to use raise hand feature and designate a camera monitor looking for these gestures
* Encourage disability-safe language
* Encourage only one speaker at a time
* Encourage in-event etiquette like staying on mute when not talking, use plain language, keep camera off when not speaking, and if comfortable turn the camera on when speaking for others who lip-read
* Send relevant materials and links shared in the chat by email after the meeting
* Strive to end the meeting on time, keep to the meeting schedule and respect scheduled health breaks

For more information on accessible meetings/events visit the [ESDC ITAO Accessible virtual meetings / events webpage](https://bati-itao.github.io/resources/events-en.html).