

CREATING ACCESSIBLE MEETINGS



Planning

- ✓ Ask all participants what accommodations they may need to fully participate in the meeting or presentation.
- ✓ Enable captioning for the meeting, including break out rooms.
- ✓ Hire an ASL interpreter, if requested.
- ✓ Provide materials, in advance, to the ASL interpreter.
- ✓ Plan to wear a colour that contrasts with your skin-tone, lighting can wash out people's faces, making lip reading difficult.
- ✓ Provide attendees information on how to access the meeting, including alternative means such as keyboard shortcuts and voice commands if virtual and the location of accessible washrooms and other facilities for in-person meetings.
- ✓ Avoid the use of acronyms, especially when guests are present from outside the organization.
- ✓ If meeting in-person, a u-shape configuration is most accessible for people who are Deaf and those relying on lip-reading.
- ✓ When meeting in-person, provide all pertinent information on parking, wayfinding when entering the site, signing in protocols etc. to guests.
- ✓ Provide an email and phone number for anyone experiencing accessibility or connection issues.



Meeting Digitally

- ✓ Ensure that both the presenter and the ASL interpreter are pinned/spotlighted.
- ✓ Enable closed captioning, and provide instructions to attendees to enable the captions themselves.
- ✓ Make sure we can see and hear you! Good lighting, microphone and bandwidth are key.
- ✓ Utilize both the chat and hands up feature for questions.
- ✓ Verbally repeat questions asked in the chat.
- ✓ Enable the "Mute Participants Upon Entry" feature.
- ✓ Limit the use of the Zoom Polling Feature as this feature has some accessibility barriers.
- ✓ Describe what you are annotating if you are using the whiteboard feature.
- ✓ Make eye contact with your camera.
- ✓ Record the meeting and transcription for later distribution.

Zoom Best Practices

- ✓ Review <https://explore.zoom.us/en/accessibility/>
- ✓ Zoom features include: dark mode, focus mode, auto-generated captions, manual captions, multi-spotlight, multi-pinning, re-arrange gallery view, record meetings
- ✓ Under Settings, Accessibility Settings, users can:
 - ✓ Customize the font size of the chat and captions
 - ✓ Explore keyboard shortcuts
 - ✓ Get screen reader support

Microsoft Teams Best Practices

- ✓ Review <https://support.microsoft.com/en-us/office/accessibility-tools-for-microsoft-teams-2d4009e7-1300-4766-87e8-7a217496c3d5>
- ✓ MS Teams features include: sign language view, transcriptions, auto-generated captions, record meetings, using headings in the chat, add alt-text to images in the chat,
- ✓ Team's polling feature is accessible for screen readers.



During the Meeting

- ✓ Provide a visual description for pertinent information only. I.e. Someone uses a wheelchair but the wheelchair is not visible on-screen and the knowledge of the person using the wheelchair is contextual to the conversation.
- ✓ Describe all relevant visual information including graphs, charts and pictures.
- ✓ Keep distractions to a minimum.
- ✓ Ensure one person is speaking at time without side-conversations.

CREATING ACCESSIBLE PRESENTATIONS



Planning

- ✓ Ask participants what accommodations they may need to fully participate in the meeting or presentation.
- ✓ Hire an ASL interpreter, if requested.
- ✓ Provide materials, in advance, to the ASL interpreter.
- ✓ Plan to wear a colour that contrasts with your skin-tone, lighting can wash out people's faces, making lip reading difficult.
- ✓ Provide attendees information on how to access the meeting, including alternative means such as keyboard shortcuts and voice commands.



Preparing your Presentation

- ✓ Limit the text on each slide.
- ✓ Choose a font that is sufficiently large and sans serif. Avoid excessive use of italics and underlines.
- ✓ If linking to webpages, ensure the text is a large font.
- ✓ Be thoughtful in your use of motion and animations.
- ✓ Use high contrast colours for text.
- ✓ Run an Accessibility Check on your presentation (found under "review" in PowerPoint).
- ✓ Include ALT-Text for any visuals, particularly if the presentation will be shared with attendees.
- ✓ Make multi-media fully accessible: turn on closed captions, provide transcripts of videos and give visual descriptions of pertinent visual content.
- ✓ Avoid using tables.



While Presenting

- ✓ Speak clearly, using simple language.
- ✓ Give people time to process the information. Avoid speaking too quickly.
- ✓ Ensure that you are visible. Use good lighting and, if presenting digitally, be centered on camera.
- ✓ Describe all relevant visual information including graphs, charts and pictures.
- ✓ Use a microphone. Even if you have a 'voice that carries.'
- ✓ Limit distractions.
- ✓ Pause to give the audience a moment to read what is on the slide.



Presenting Digitally

- ✓ Ensure that both the presenter and the ASL interpreter are pinned/spotlighted.
- ✓ Enable closed captioning, and provide instructions to attendees.
- ✓ Make sure we can see and hear you! Good lighting, microphone and bandwidth are key.
- ✓ Utilize both the chat and hands up feature for questions .
- ✓ Verbally repeat questions asked in the chat.
- ✓ Enable the "Mute Participants Upon Entry" feature.
- ✓ Limit the use of the Zoom Polling Feature as this feature has some accessibility barriers.
- ✓ Describe what you are annotating if you are using the whiteboard feature.
- ✓ Make eye contact with your camera.
- ✓ Record your presentation for later distribution.