

Making Your Virtual Meeting Accessible



Tips for making your virtual meeting accessible

Virtual meetings are a great way to connect with people in many locations and are more accessible for people with a disability. However, virtual meetings can decrease accessibility for people with sensory disabilities and learning disabilities if information is not provided in a format that is accessible to them.

Meetings run a lot more smoothly when everyone can participate equally but online applications do not always operate well or at all with accessible technologies that are used by people with disability. Here are some tips for you to help provide information in accessible formats to meeting participants.

Prior to the meeting

- ◆ When sending the invitation offer a contact person for any accessibility requests such as interpreters.
- ◆ Ensure the meeting documents are accessible by using the MS Accessibility Checker.
- ◆ Provide agenda and notes prior to meeting.
- ◆ Often content in screen sharing is not accessible. You usually need to



provide the material before the meeting starts so participants can access it directly.

- ◆ Provide your screen presentation in an accessible format for presentation attendees.
- ◆ Utilise the accessibility options imbedded into the software you are using for you meeting. If you do not know what these are, the links below might help.

During the meeting

- ◆ Have your camera turned on where possible.
- ◆ For larger events, designate someone separate from the presenter to manage the session and mute participants as they join the event.
- ◆ Announce your name before speaking when in a large group or when with unfamiliar people.
- ◆ One person speaking at a time.
- ◆ Speak at a clear and steady pace.
- ◆ Make sure the lighting is good and you do not have a moving or non-contrasting background.
- ◆ If it is a long meeting, ensure there are rest breaks factored in.
- ◆ Share links to resources mentioned in the presentation within the chat feature of the conferencing software and let participants know the best way to ask or answer questions – links can also be supplied after the meeting to participants.



- ◆ Consider accessibility issues when using participant activities. For example, it may be difficult or impossible for some people to use an online polling feature, arranging sticky notes on a virtual or physical board, or respond quickly to questions.

After the meeting

- ◆ Send links to information shared during the meeting to participants.
- ◆ Forward copies of documents that were not previously shared with participants.
- ◆ Send a link to meeting recordings.

Links

[Microsoft Teams Accessibility Tools](#)

[Zoom Accessibility Tools](#)

[Webex Accessibility Tools](#)