

How to Invite Everyone: Hosting Accessible Virtual Meetings

What is an accessible meeting?

A meeting where everyone has:

- Equal access to information
- The ability to participate in the ways that work best for them.

Accessibility should be part of the planning process, not an afterthought. These features benefit everyone.

Before Meeting Announcement

1. Designate a staff member to oversee accommodation requests.
2. Decide what accommodations you will provide regardless of request. We recommend offering ASL, CART (captioning), and a copy of the recording to attendees.
3. Ensure flyers, advertisements, and other promotional materials are accessible via screen reading software.
4. Include an accessibility clause on your flyer that shares what accommodations will be available and gives instructions on how to request additional accommodations.
 - Example: ASL and CART will be provided and a copy of the recording and transcript is available after the meeting. If you need an additional accommodations, please contact Joe Schmo, joe@email.com, 419-777-9898, by October 25.
5. Book your ASL interpreters and captionists.
6. Use Zoom for virtual meetings due to accessibility features.
7. If you have questions, consult with disability organizations to ensure a meeting is accessible to all participants.
8. Advertise your meeting 2-weeks prior to the date and allow for accommodation requests up to 1-3 days prior to the meeting.

After Meeting Announcement

1. Respond to all accommodation requests in a timely manner.
2. Email any meeting materials to registrants 1-3 days prior to the meeting.

During Meeting

1. Give an overview of accessibility features available. "To view captions... Our ASL interpreters are... If you have questions..." Designate a staff member to respond to any access issues.
2. Spotlight the ASL Interpreter
3. Speakers should have their video on for those who read lips
4. Speak clearly and avoid rushing
5. Describe all visuals, such as graphs or images on PowerPoint slides

Post Meeting

1. Email recording and transcript to all attendees.