

Checklist: Best Practices for Accessible Meetings

Before the Meeting

- **Plan and Prepare Materials:**
 - Ensure all presentation visuals include alt text.
 - Use readable fonts (sans serif, 18pt or larger) and maintain high contrast between text and background.
 - Check accessibility with tools like the PowerPoint Accessibility Checker.
 - Create materials in multiple formats (large print, plain language, etc.).
 - Include captions and transcripts; add audio descriptions for essential visuals.
 - Provide a clear agenda or Table of Contents for easy navigation.
 - **Confirm Accessibility Features:**
 - Choose a venue/platform that supports live captioning, screen readers, and physical accessibility.
 - Arrange ASL interpreters or live captioning as needed.
 - Ensure the space is wheelchair accessible with barrier-free entry, accessible restrooms, and service animal accommodations.
 - Prepare scent-free spaces or low-sensory areas, if applicable.
 - **Communicate Event Details:**
 - Advertise the event's accessibility features clearly.
 - Provide instructions or tutorials for joining virtual meetings.
 - Request attendees to share if they require any accommodations for the meeting.
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During the Meeting

- **Inclusive Communication:**
 - Introduce yourself with your name, pronouns, and position.
 - Verbally describe all visuals and read on-screen text aloud.
 - Speak clearly, slowly, and at a moderate pace.
 - Use gender-neutral and people-first language.
- **Engagement and Interaction:**
 - Provide multiple participation options (e.g., chat, email, or live Q&A).
 - Clearly label interactive features and ensure accessibility for screen readers.
- **Support Attendees:**
 - Monitor for and address accessibility issues (e.g., unclear visuals, fast pacing).
 - Allow breaks to support attendee focus and comfort.

After the Meeting

- **Follow-Up Materials:**
 - Share accessible meeting recordings with captions.
 - Provide copies of presentations and notes in alternate formats (e.g., large print, plain language).
- **Collect & Implement Feedback:**
 - Use accessible, anonymous feedback forms to understand participants' experiences.
 - Incorporate suggestions to improve future meetings.

By following this checklist, your meetings will become more inclusive and accessible for all participants.