



Accessible Remote Presentation Checklist

Starting the meeting

Communication plays a critical role at the beginning of your meeting. Taking the time to properly introduce yourself, fellow presenters, and key access features to your participants will help set the stage and set expectations for the meeting.

Below are some key tips on how to start your meeting off right.

- After introductions, be sure to introduce key access features to the audience such as:
 - Hotkeys.
 - How to enable captions.
 - Where to find help or who to contact.
 - Links to key materials.
- Lay out any rules or guidelines of the meeting. For example, taking turns, hand raising, etc.
- Inform participants how to mute their microphone and turn on and off their video.
- Remind participants that shaking their camera, animated GIFs, and annotations can be a distraction or problematic for some.
- Remember to provide multiple methods for participants to communicate and engage in the meeting such as:
 - Text chat for questions.
 - Alternative ways to ask questions, for example sharing a social media page or account.
 - Call-in number (where possible).

Delivering presentations effectively

The way we share information with our participants is key to their understanding and satisfaction.

Let's cover some tips on how to effectively deliver your presentations.

- Describe all meaning conveyed by visuals in presentation.
 - Describe all pertinent information and content that is required for context such as images, text, tables, and charts.
 - Avoid assumptions such as people can see the slide.
 - Communicate emotions that are imperceivable without sight or hearing.
- Use language and terminology appropriate for the audience.
 - If you need to use acronyms, be sure to explain what they mean and provide the required context.
 - Use descriptive words to provide clear understanding.
 - Be mindful of avoiding ableist language.

For example, rather than saying “Can you see my screen?” and say, “Can someone confirm that my screen is being shared”.

- Activate captions on any videos used distraction or problematic for some.
- Ensure proper introductions for new speakers or questions.
- Ensure all digital materials shared are accessible.
 - Refer to the Document Accessibility courses in the Academy for more resources on tips to make your documents accessible.
- Host the meeting from an appropriate space.
 - Find a quiet space.
 - Ensure your microphone is clear and working properly.
 - Make sure your video has good lighting conditions and your face is visible.

- Speak clearly and at a normal pace for people to follow along.
 - Only one person should speak at a time.
 - Use simple language and give people time to process.

- Describe the results of any polls or surveys. For example, say you are describing survey results, you might say that “23% of respondents rated the accessibility of remote meetings as 5 (very accessible).”

- Use features like online raise hand and poll feature rather than relying on people raising hands in video.
 - Note: Limitations may exist for queues of questions, so be sure to review this in advance if you are hosting a large meeting.

- Be sure to appoint someone to monitor the chat and address any questions that arise, especially if people are having difficulty following along or need support.

- Don't single out people with disabilities. For example, don't say “Yasmine is hard of hearing so be sure to ...” or “Darrian, is the text big enough for you to see”?

- Mute people who are not speaking or ask them to mute themselves so additional noise does not distract folks or prevent people from hearing what is spoken.

- Accept feedback and questions throughout your presentation.

- Repeat questions from audio and chat, to provide those who are unable to access it with the context required.

- Depending on the length of your presentation, you may need to include one or more breaks.