

Promoting Accessibility of Online Meetings and Presentations

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What is one way you consider disabled people when planning online presentations or events?



Use the code 3315 5953 at [Menti.com](https://www.menti.com)

What will we cover today?

- Opportunities and barriers with online events

COVID changed meetings and events forever.



We're gathering online far more than before.

- Work and school
- Healthcare
- Church and other nonprofit organizations
- Community events and resources
- Family gatherings

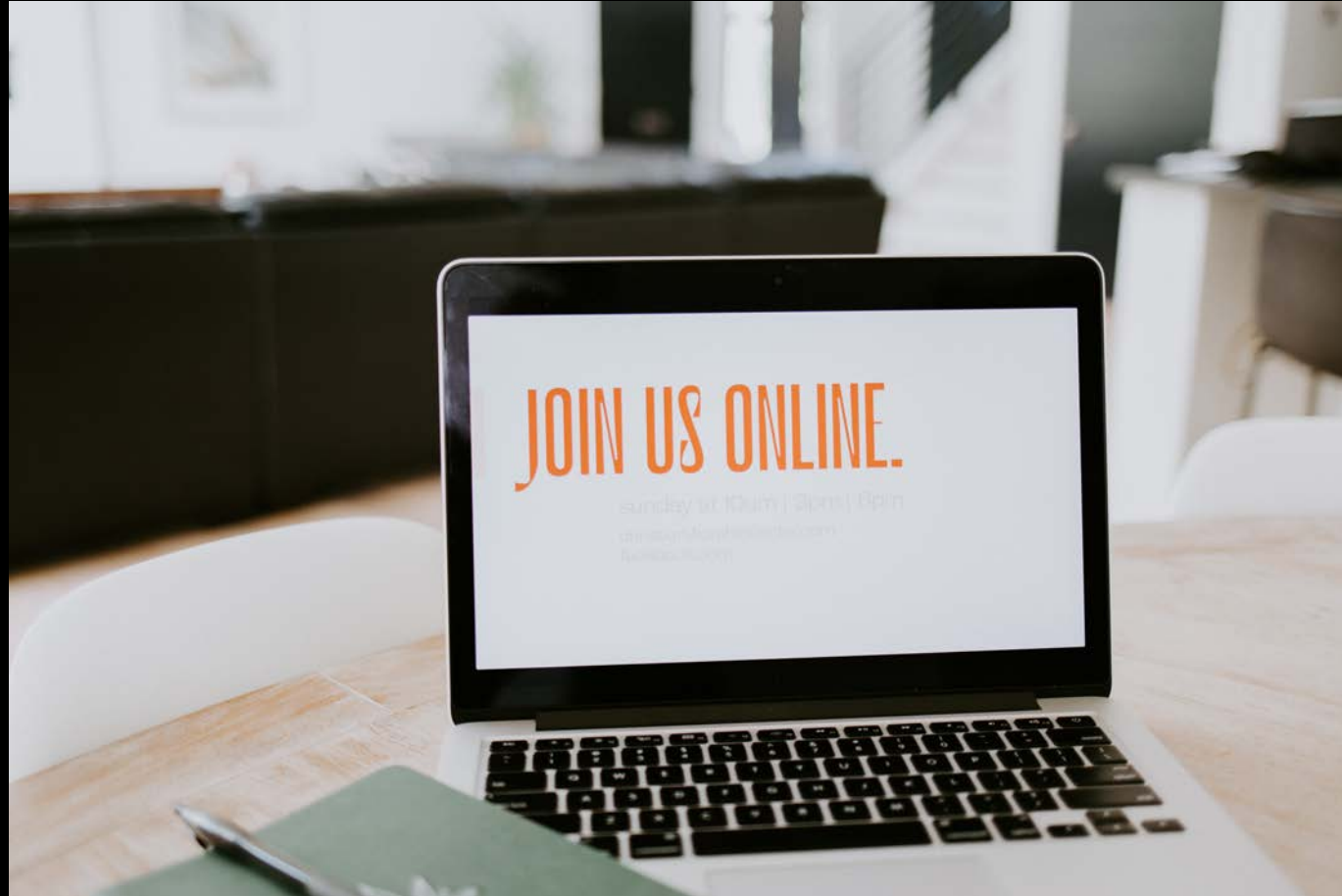
Online events can bring a big boost to accessibility.



But online events can also create barriers,
too.



How do we create accessible online experiences?



Accessibility must be a priority.

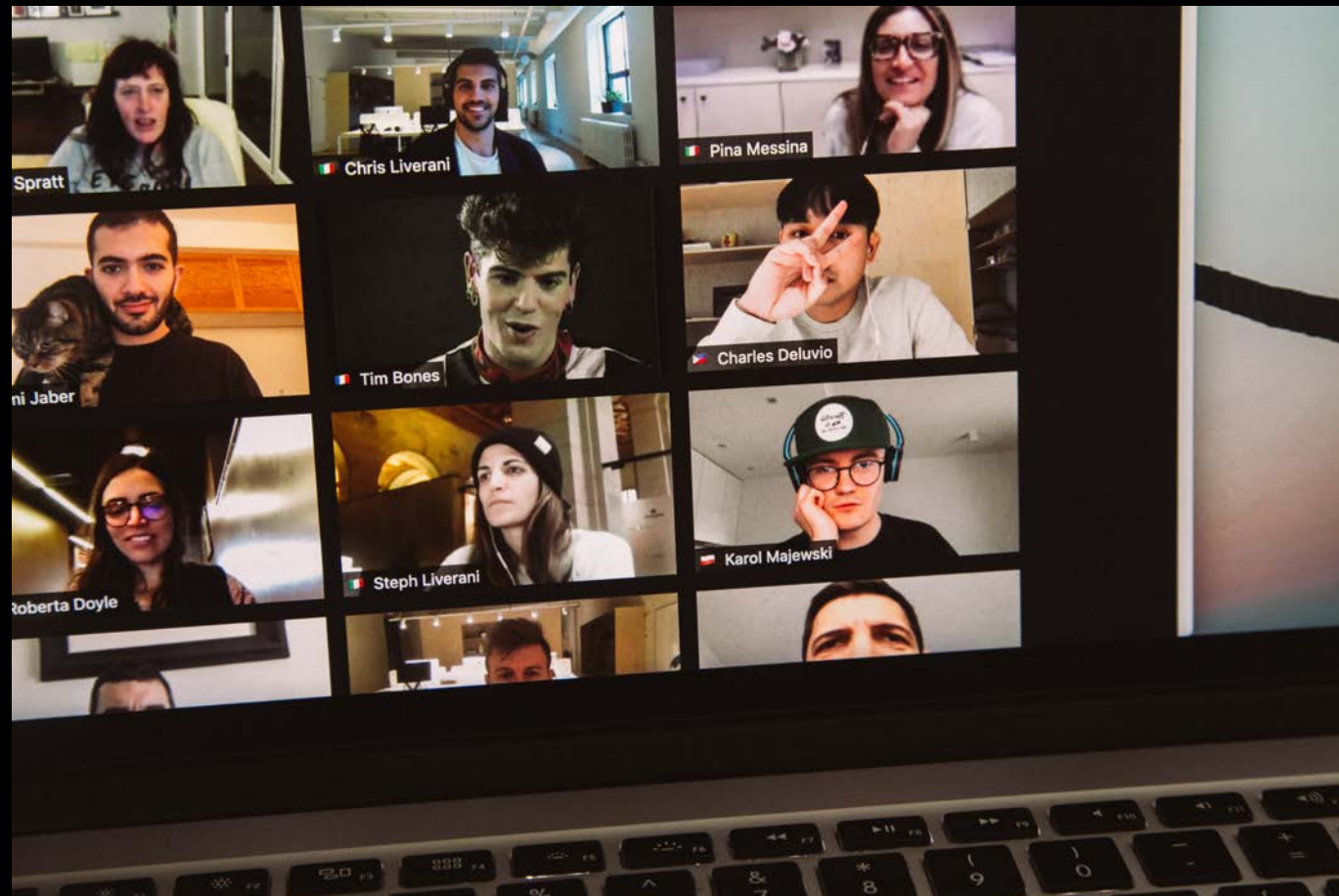


Factor accessibility into your budget.



Choose an accessible platform for your event.

Resource: [Best video conferencing apps and software for accessibility](#)



Choose an accessibility point person.



Establish accessibility requirements for presenters.



Requirements should include:

- Accessible presentation materials
- Captioned videos
- Description of content being displayed
- Clear, high-quality audio
- Commitment to inclusive language

Universal design for your online presentation.

- Big
- Simple
- Clear
- Consistent

Source: University of Washington, Do-IT

Creating accessible presentation materials.

- High-contrast, sans serif fonts
- Alt text on images
- Use built-in slide layouts
- Clean, simple content
- Verify with Accessibility Checker in Microsoft apps

Your promotion sets the expectation.



Accessible promotion includes:

- Avoiding image-only emails, flyers, and announcements
- Captioning promotional videos
- Providing plenty of detail on event landing pages
- Making sure registration forms are accessible
- Providing information on requesting accommodations

Leading up to your event:

- Verify presentation materials and videos are captioned
- Schedule CART and/or interpreting services
- Share presentation resources and detailed connection info
- Consider sharing icebreakers or questions ahead of time
- Provide the format of your event (lecture, discussion, etc)

As your event begins:

- Establish how to enable captions and other accessibility features
- Encourage attendees to stay muted unless they're speaking
- Have presenters provide a visual description of themselves
- Remind attendees to keep conversations relevant in the chat
- Inform participants if/when a recording will be available
- Be flexible with camera policies

During your event:

- Describe all visuals being shown
- Have speakers state their name when contributing
- Read aloud any questions or important information shared in the chat
- Explain any context changes as you move between activities
- Consider adding breaks for lengthier presentations and events

After your event:

- Caption and transcribe recorded materials
- Share a transcript of the chat (as applicable)
- Consider adding accessibility into your post-event assessment

Putting it all together.



Accessible online events include:

- Thoughtful, proactive planning
- Clear requirements and expectations
- Accessible promotional and presentation materials
- Inclusive practices during and after your event

What is one action item you will commit to as a result of today's talk?



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Resources

- [How to make your virtual meetings and events accessible to the disabled community](#) (Rooted in Rights)
[Presentation tips from Do-IT](#) (University of Washington's Do-IT)
[Virtual presentation accessibility guidelines](#) (American Anthropological Association)

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