

## Checklist for Starting Your Next Virtual Meeting or Event

You created an awesome team building event for your staff online or you are about to host a panel of subject matter experts to teach your workforce. You want to make sure everyone can access the information you are presenting without barriers.

Here is a checklist for the host of the event to make sure that at the start of the event they address accessibility. No one wants to make it to the halfway time mark and find out someone was unaware links to the presentations were provided in the chat to make it easier to read.

- Confirm to attendees if the session is being recorded or not**
  - If it is being recorded – where can they access it after? This is helpful for memory retention and information processing to be able to watch it back later or having it available to recall information.
- Indicate where in the video platform (everyone is different) they can turn on closed captioning.**
  - Are there multiple languages available?
- Instruct or provide instructions on how to pin a person's video.**
  - Is there an ASL interpreter someone may need to pin?
  - Pinning a video can also help viewers lessen distractions by pinning only the screens they need (or want) to see.
- Will participants be muted? Will cameras be allowed to be left on?**
- Best practices of the chat**
  - If an attendee is using a screen reader, the chat box can be distracting because their reader will read every message.
  - Sometimes a chat is used and helpful for interactions – but sometimes it is good to ask that the chat box only be used when instructed to lessen distractions.
- Who can they message if there are any challenges or they require technical support?**

*There are more ways you can make your next virtual meeting accessible. Want to learn more?  
Contact us for training opportunities.*