

Checklist for virtual meetings

If planned in an inclusive format from the beginning, virtual meetings are a chance to increase the participation of persons with disabilities. The following tips will help you navigate through the realisation of such an event.

Item	Done	Not applicable
<p>1. Budget allocations</p> <p>There is a budget allocated to ensure the accessibility of the event and to cover the costs of individual requirements (called reasonable accommodation).</p> <p>Depending on your event and the participants, this could include:</p> <ul style="list-style-type: none"> - Interpretation (e.g. Sign Language, local language, ...). - Written transcription (live closed captioning, CART). - Converting material in different formats (e.g. audio, illustrations, easy language, ...). - Reimbursement of participants from Organisations of Persons with Disabilities (OPDs) with active roles. - Reimbursement for data/internet access (for both participants and support persons). <p>Keep in mind: It is important to budget for reasonable accommodation from the beginning to enable the participation of persons with disabilities. You might not need every aspect mentioned above, but having a budget allocated to accessibility is crucial. When in doubt, plan approximately 4% of the total budget.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Choose an accessible platform for the meeting</p> <p>The platform selected for holding virtual consultations is accessible for persons with disabilities.</p>	<input type="checkbox"/>	<input type="checkbox"/>

Item	Done	Not applicable
<p>Tools used during the event including polls and surveys are accessible for persons with disabilities as far as possible.</p> <p>Information on the usage of the platform/tools is shared beforehand to enable participation of those not familiar with the technology. In some cases, a pre-meeting or the offer of support staff can be helpful.</p> <p>Check the pros and cons of virtual platforms (EDF Toolkit Accessible Meetings, p.5) to help you with your decision.</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<p>3. Leave no one behind with the invitation</p> <p>Alternate texts are inserted for pictures and visual content of the digital invitation.</p> <p>The language of the invitation and the registration form is clear and easy to understand.</p> <p>The invitation or registration form has an option for participants to request their accessibility requirements. Check this sample registration form for assistance.</p> <p>Organisations representing different kinds of disabilities are invited to the meeting to ensure different perspectives.</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<p>4. Before the event</p> <p>The agenda includes additional short breaks at regular intervals and/or a sufficient lunch break without any other responsibilities.</p> <p>The agenda, presentations and consultation material are prepared in accessible formats and shared beforehand to ensure meaningful participation in discussions. If there is a lot of material to go through, a timeframe of two weeks beforehand is ideal.</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Item	Done	Not applicable
<p>Depending on your event and the participants,</p> <ul style="list-style-type: none"> - Sign Language interpreters are engaged. - Live closed captioning is organised. - Material is available in alternate formats depending on participants' requirements (e.g., Braille, large print, easy to read, audio). - Other requests are accommodated as far as possible. <p>Keep in mind: Don't assume any support requirement as different persons have different preferences. Double-check with the persons before making a decision.</p> <p>Organising accessibility features like Sign Language interpretation can take time. Also, Sign Language as well as all other language interpretations have to alternate after a certain time. Prepare yourself by gathering relevant contacts early. It is also an option to ask the person if they can recommend a Sign Language interpreter.</p> <p>Information on inclusive presentations and disability-sensitive language and interaction are shared with presenters.</p> <p>Log-in information, date, time and agenda of the event is clear and easy to access for the participants. Re-sending the information on the day of the event can be helpful.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>5. During the event</p> <p>Ground rules of the event are established at the beginning, e.g., switching off the microphone when not speaking to avoid background noise.</p> <p>Important features/buttons like the chat function or the available language interpretation are explained.</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Item	Done	Not applicable
<p>Important features/buttons like the chat function or the available language interpretation are explained.</p> <p>Sign Language interpretation and live closed captioning are visible in every presenting mode.</p> <p>Presenters speak slowly to make interpretation and closed captioning easier.</p> <p>All visual content is described.</p> <p>There is an option to provide feedback in non-verbal ways such as in chat or before or after the meeting.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>6. After the event</p> <p>Presentation and further material are shared.</p> <p>A follow-up process is in place to let participants know what is happening with their input.</p> <p>A feedback form is shared in an accessible format such as in MS Word, or an accessible online feedback form is used</p> <p>The feedback form includes questions on accessibility, so you can improve for the next event.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Helpful resources

- [CBM Digital Accessibility Toolkit](#)
- [EDF Toolkit Accessible meetings](#)