

# 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><b>1. Budget allocations</b></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"> <li>- Interpretation (e.g. Sign Language, local language, ...).</li> <li>- Written transcription (live closed captioning, CART).</li> <li>- Converting material in different formats (e.g. audio, illustrations, easy language, ...).</li> <li>- Reimbursement of participants from Organisations of Persons with Disabilities (OPDs) with active roles.</li> <li>- Reimbursement for data/internet access (for both participants and support persons).</li> </ul> <p><b>Keep in mind:</b> 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><b>2. Choose an accessible platform for the meeting</b></p> <p>The <b>platform</b> selected for holding virtual consultations is accessible for persons with disabilities.</p>	<input type="checkbox"/>	<input type="checkbox"/>

Item	Done	Not applicable
<p><b>Tools used during the event</b> including polls and surveys are accessible for persons with disabilities as far as possible.</p> <p>Information on the <b>usage of the platform/tools</b> 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 <a href="#">pros and cons of virtual platforms</a> (EDF Toolkit Accessible Meetings, p.5) to help you with your decision.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>3. Leave no one behind with the invitation</b></p> <p><b>Alternate texts</b> are inserted for pictures and visual content of the digital invitation.</p> <p>The <b>language of the invitation and the registration form</b> is clear and easy to understand.</p> <p>The invitation or registration form has an option for participants to <b>request their accessibility requirements</b>. Check this <a href="#">sample registration form</a> for assistance.</p> <p><b>Organisations representing different kinds of disabilities</b> are invited to the meeting to ensure different perspectives.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>4. Before the event</b></p> <p>The agenda includes additional <b>short breaks</b> at regular intervals and/or a <b>sufficient lunch break</b> without any other responsibilities.</p> <p><b>The agenda, presentations and consultation material</b> 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>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

Item	Done	Not applicable
<p>Depending on your event and the participants,</p> <ul style="list-style-type: none"> <li>- Sign Language interpreters are engaged.</li> <li>- Live closed captioning is organised.</li> <li>- Material is available in alternate formats depending on participants' requirements (e.g., Braille, large print, easy to read, audio).</li> <li>- Other requests are accommodated as far as possible.</li> </ul> <p><b>Keep in mind:</b> 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 <b>relevant contacts</b> early. It is also an option to ask the person if they can recommend a Sign Language interpreter.</p> <p>Information on <b>inclusive presentations and disability-sensitive language and interaction</b> are shared with presenters.</p> <p><b>Log-in information, date, time and agenda</b> 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"/>    <input type="checkbox"/>   <input type="checkbox"/>
<p><b>5. During the event</b></p> <p><b>Ground rules</b> of the event are established at the beginning, e.g., switching off the microphone when not speaking to <b>avoid background noise</b>.</p> <p><b>Important features/buttons</b> like the chat function or the available language interpretation are explained.</p>	<input type="checkbox"/>   <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>

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<p><b>Important features/buttons</b> like the chat function or the available language interpretation are explained.</p> <p><b>Sign Language interpretation and live closed captioning</b> are visible in every presenting mode.</p> <p>Presenters <b>speak slowly</b> to make interpretation and closed captioning easier.</p> <p><b>All visual content</b> is described.</p> <p>There is an option to provide <b>feedback in non-verbal</b> 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><b>6. After the event</b></p> <p><b>Presentation and further material</b> are shared.</p> <p>A <b>follow-up process</b> is in place to let participants know what is happening with their input.</p> <p>A <b>feedback form</b> 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 <b>questions on accessibility</b>, 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](#)