

## Accessible online meetings

### Before the meeting

- 1 month before and 2 days before - Send Agenda, Safer Spaces agreement and access options available.
- Ask attendees, staff and facilitators if they would like to provide an Access rider or to complete an [accessibility form](#).
- Notify organisers and facilitators of attendees' access needs.
- Check facilitator presentation - Does the presentation include:
  - Easy to follow, engaging content
  - Good colour contrast between text and background
  - Readable font style and size of 12pt+ (bigger if possible)
  - Relevant high quality images and alternative text
  - Jargon free language
  - Visual imagery
  - Uncluttered video call backgrounds
  - Clearly spoken and moderately paced speech
- Check video platform has captions enabled
- Presentations available in advance to those who request it.
- Test sound, presentations, camera angles and videos
- Provide facilitators with information about accessibility, meeting objectives and your organisation.
- Use an accessibility checker against all documents and presentations

### During the meeting

- Talk through your [Safer Spaces Agreement](#)
- State access options available in meeting
- Captions and transcripts are available to access from the online platform menu. Share 'How to access captions' link in the chat:  
e.g - [Zoom captions link](#)

- Leave pause after people have spoken to allow time for the captions to catch up
- State if the meeting will or will not be recorded
- Mention summary notes will be available after the meeting
- Suggest use of the chat box to add any questions and comments.
- Use 'Reaction' icons to add emoticons or raise a hand.
- Add pronouns to your display name (optional)
- Microphone and camera use - microphones off during presentations
- Check attendees can hear the speaker clearly.
- Create a variety of opportunities for attendees to participate. Try visual digital platforms - [Miro](#), [Slido](#), [Menti](#)
- Go through the Agenda - Explain how the meeting will run
  - 13.00 – 13.20 - Facilitator presentation
  - 13.20 - 13.30 - Break (encourage independent breaks where needed)
  - 13.30 – 13.40 - Questions and Answers
  - 13.40 – 14.00 – Discussion and Summary

## **After the meeting**

Send notes and relevant links to attendees

Request feedback through a feedback form or verbally

If you would like to read this document in a different format e.g Braille, in another language or Easy Read please contact [info@yvan.org.uk](mailto:info@yvan.org.uk)

## **Further Information**

- [Unlimited - guides and resources](#)
- [CVAN East Midlands - combining accessibility and creativity](#)
- [Shape Arts - accessible events checklist](#)
- [Arts Council - building access guide](#)
- [Leeds Autism Aim - Making information accessible for neurodivergent people](#)
- [Saraya - queer poc neurodivergent creative from Leeds](#)

- [National lottery accessibility guidelines](#)