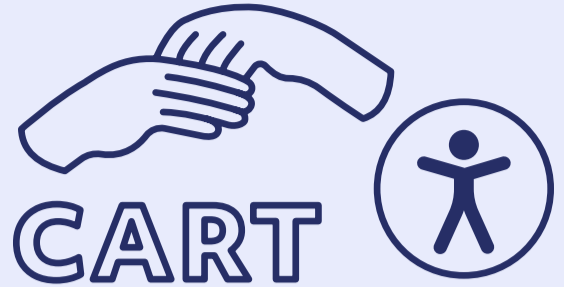


# SIX TIPS TO KEEP IN MIND WHEN CREATING ACCESSIBLE VIRTUAL MEETINGS

VIRTUALLY INTERACTING WITH COLLEAGUES IN AN INCLUSIVE WAY

## ACCOMMODATIONS

Empower meeting participants to request accommodations that meet their needs.

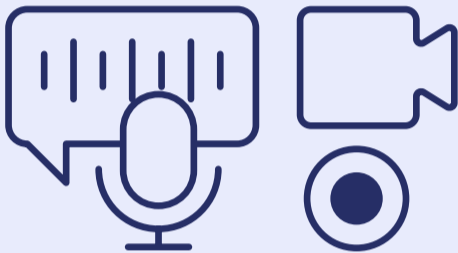
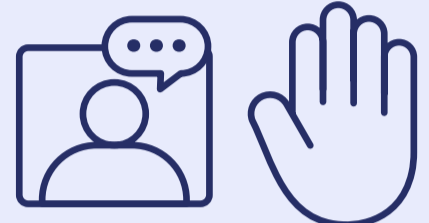


## VIRTUAL PLATFORM

Choose a virtual platform that is compatible with captions and provide the opportunity to pin a sign language interpreter.

## FACILITATION

Utilize a moderator to facilitate discussion, invite speakers to audio describe themselves, use features such as raising the digital hand or the chat box to encourage everyone to participate in a variety of ways. Always leave time at the end for questions and read the chats aloud.



## RECORD THE SESSION

This makes sure everyone can reflect back on the information.

## ACCESSIBILITY

Provide captioning and/or sign language. Ensure meeting materials, pulse checks, and follow up communications are accessible to all.



## WORK STYLES

Understand that we all work and learn differently. Encourage teams to share best working hours and to block out times throughout the day for both breaks and uninterrupted work and remember showing flexibility and compassion will empower everyone at work.

## SIX TIPS TO KEEP IN MIND FOR VIRTUAL MEETINGS

- ✓ Ask all Participants whether they will need an **accommodation**.
- ✓ Enable **Captioning** for Events and Breakout Rooms.
- ✓ **Identify yourself** each time you speak. Even better, provide a quick visual description of yourself so people know your perspective and identities.
- ✓ **Avoid acronyms** or use complete words the first time. Not all participants may understand abbreviations due to hearing/audio issues, language/accents, differences in background, etc.
- ✓ **Limit use of idioms** that may be culture-specific, as participants from other backgrounds or non-native English speakers may not understand “think outside the box”, “run that up the flagpole” or other expressions we take for granted.
- ✓ **Share information in more than one way** to allow for technical, situational, or sensory challenges, e.g., review on-screen graphics/spreadsheets verbally, since not everyone always sees them.

## PLATFORM-SPECIFIC RESOURCES

- [Google Meet](#)
- [Microsoft Teams Best Practices](#)
- [Zoom Best Practices](#)