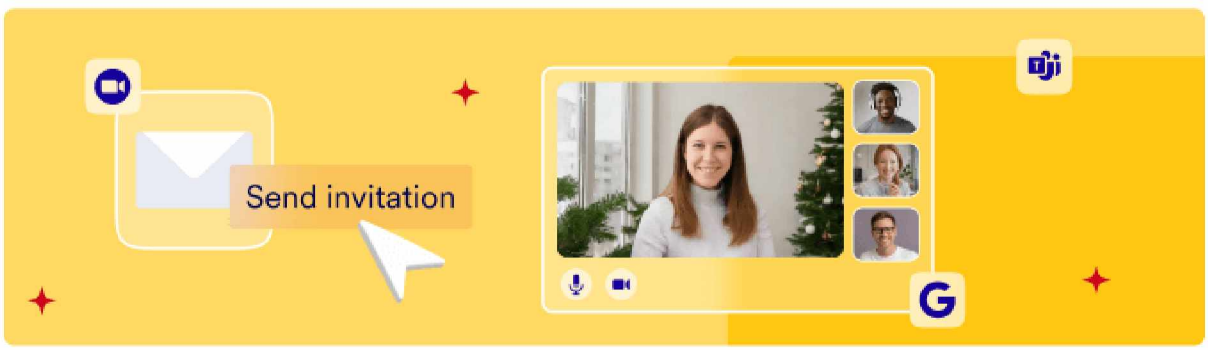
accessiBe

Make Your Online Presence Sleigh!

Your Accessible Virtual Meeting Checklist

#MakeYourWebsiteSleigh

Here's how you can include all your meeting participants, before, during, and after your virtual meetings, this holiday season and all year round.



Jingle all the way with these tips before the meeting

- [ ] Send a link for accessibility features of your platform of choice in the meeting invitation to make sure your participants are prepared
  - [ ] Zoom Accessibility FAQ
  - [ ] Google Meet Accessibility
  - [ ] Microsoft Teams Accessibility Tools
- [ ] Send any docs or slide decks that will be referenced during the meeting in advance and in an accessible format
- [ ] Provide the keyboard shortcuts for your meeting platform of choice
  - [ ] Zoom keyboard shortcuts
  - [ ] Google Meet keyboard shortcuts
  - [ ] Microsoft Teams keyboard shortcuts

Have yourself a merry little meeting

- [ ] Don't forget to hit record!
- [ ] Begin with time for participants to turn on closed captions
- [ ] Make sure screen magnification users are equipped
- [ ] Foster screen reader-sensitive etiquette: disable the "chat" or make sure it's always read outloud
- [ ] Use headphones or choose a quiet environment to limit background noise

It's beginning to look a lot like inclusion!

- [ ] Send the recorded meeting to participants with the live transcript
- [ ] Send any content that was discussed or reviewed during the meeting to participants

Happy Holidays!