

Accessible Meeting Checklist:

Pre-meeting:

- Ask for accessibility supports or requirements at beginning of year/meeting/event
- Choose meeting space with physical access, acoustic access, visual access, sensory access, cognitive access, tech readiness, availability, and accessible washrooms
- Meet requirements needed for participants
- Book meetings and accessibility supports in advance (ex. for the year, two weeks prior to)
- Make sure meeting materials are as accessible as possible and made available in advance (ex. (electronic, alt. text, plain language, high contrast, accessible font (BC Sans)
- Reserve accessible seating at the front
- Ask for allergies/sensitivities that could impact them participating in the meeting (food, sensory)



Equipment needed: *test equipment prior to meeting* (put in an IT helpdesk ticket at least a week in advance):

ithelpdesk@sd71.bc.ca

- Microphone(s): portable soundfield, built in system
- Speech to text real time captioning
- Accessible materials: offer ways that participants can customize the display of information (size, font, digital, paper, etc.)
- Send participants any materials that will be used a week before the meeting in a customizable digital format

During the meeting:

- Identify the speaker and their name
- Have the speaker at the front and facing the audience while speaking
- Give time for people to locate the speaker
- Paraphrase or repeat questions/discussion from the audience
- Offer options for people to share questions/discussion (texting, post-it note, parking lot)
- Check for shadows or glare. Avoid backlighting
- Avoid turning the lights down completely during a digital presentation
- Speak slowly and describe words or images projected on the screen or written
- Use white board or chart markers that are high contrast (black marker on white background)
- Use closed captioning for presentation, videos, any auditory information; including speaking

Tips for presenting:

- Be close to the microphone for real time captioning
- Speak over the microphone and not into it
- If something is not working stop the meeting and troubleshoot
- Stay still when talking
- Face the audience – make sure everyone can see your face and that your voice is projecting forward
- Consider using digital/ visual content (PowerPoint, handout, video, QR Code to access etc.

When using Digital Content:

- Use BC Sans font
- Heading, subheading, body structure
- Font sizes: Heading minimum 28, body 22
- Limit lines of text to 6 to 8 lines, no more than 30 words per slide
- Chunk Information - Use bullets
- Spacing 1.5 between lines and 2 spaces between topics
- Use High Contrast options (Black/ White)
- 1 visual that relates directly to topic per page (try to limit size and number of visuals)
- Use Alternative Text for all visuals

Post Meeting:

- Get feedback on what worked and what could be improved

Phone, Teams, Zoom, or other online meetings:

- People introduce themselves before they speak
- Use microphone and position close to the microphone
- Speak slowly and do not speak over other people
- Use raise hand feature to indicate need to speak
- Describe images or words projected on the screen
- Mute when not speaking
- Monitor the chat and read out comments so everyone can hear them
- Avoid unrelated conversations in the meeting chat
- Limit use of emojis in the meeting chat