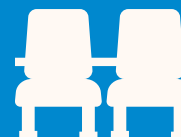


# Accessible Meeting Checklist

Guidelines for Successful Accessible Meetings

1

Reserve accessible seating at the front



2

Use a microphone appropriately with real-time captioning

**Live captioning at top of screen**



Speak "over" mic

3

Caption your content

Audio & video



4

Create accessible digital content

Font size/type, colour contrast, alternate formats, available prior to event



5

Appropriate lighting

Speaker well lit, sufficient ambient lighting



6

If things aren't working . . . STOP and troubleshoot.

