

# Accessible Meeting Guide

## In person, online and hybrid

| **Housekeeping** | **Complete** | **Partially complete** | **Action needed** |
| --- | --- | --- | --- |
| Give people permission to get up and move around during the meeting as well as to drink and eat if needed. |  |  |  |
| Allocate a person to take minutes for the meeting and send these out to all participants as it aids some people with processing information. |  |  |  |
| Provide a contact name, number and email address for any questions regarding accessibility requirements. |  |  |  |
| Have people identify themselves before talking. This increases access for blind and/or low-vision participants. |  |  |  |
| Allow people to use their devices in the meeting. This way, you can incorporate captions if needed and people can use documents in a way that is accessible to them. |  |  |  |
| Be aware of how hot or cold the room is – ensure heating and air-conditioning is working. |  |  |  |

| **Power points** | **Complete** | **Partially complete** | **Action needed** |
| --- | --- | --- | --- |
| Heading size should be at least 30 points |  |  |  |
| Text size for the body of text should be at least 28 points |  |  |  |

| **Agendas and documents** | **Complete** | **Partially complete** | **Action needed** |
| --- | --- | --- | --- |
| Ensure that all agendas and additional documents are given in advance. |  |  |  |
| Documents should be provided in an accessible forma. Include Word document version if distributing PDFs. |  |  |  |
| Font size should be at least 12 points. |  |  |  |
| Ensure Sans Serif font style and black text on a white background. |  |  |  |

## In person

| **Venue** | **Complete** | **Partially complete** | **Action needed** |
| --- | --- | --- | --- |
| **Ensure the venue the meeting is being held at is accessible** |  |  |  |
| Access to accessible bathrooms |  |  |  |
| Access to a hearing loop if it is a large meeting |  |  |  |
| Tables can be moved aside easily if they cannot be raised or lowered |  |  |  |
| Make sure seating can be moved out of the way so that wheelchair users can easily access the tables. |  |  |  |
| Have wide clear pathways |  |  |  |
| Ensure that there is a clicker that can be used for presenters using mobility aids, as well as lapel mics if it is a large meeting. |  |  |  |
| Make sure there is sufficient lighting for speech reading and Auslan interpreting. Do not turn off the lights when delivering PowerPoint presentations. |  |  |  |
| Interpreters should be placed next to the speaker and opposite the Auslan users to ensure best viewpoint. |  |  |  |
| Allow people to use their devices in the meeting. This way, you can incorporate captions if needed and people can use documents in a way that is accessible to them. |  |  |  |

## Online

| **Online** | **Complete** | **Partially complete** | **Action needed** |
| --- | --- | --- | --- |
| Ensure you are using an accessible platform; Zoom is the most accessible for online meetings. |  |  |  |
| Book live captioners and Auslan Interpreters. |  |  |  |
| Remember there will be time delays for people who are hard of hearing or d/Deaf, this is especially the case with Auslan interpreters and interpreting takes time. |  |  |  |
| Allocate time for image descriptions and describing what is on a screen for people who are blind or have low vision. |  |  |  |
| Allow time for people to log on and to get use to using the technology. |  |  |  |
| Make sure there is a break if the meeting goes longer than an hour – ensure the break is at least 10 minutes for people who are blind, low vision and people using mobility aids. |  |  |  |
| Do a roll call so that everyone knows who is in the room. |  |  |  |
| Use the chat function to record key points and notes. |  |  |  |
| Utilise breakout rooms for discussions within larger meetings. |  |  |  |
| Record meeting and circulate with notes afterwards. |  |  |  |
| Remember to pace the meeting – having someone chair the meeting can assist with this. |  |  |  |
| Ask people to keep their videos on so that lip reading can take place and so people can see each other’s facial expressions. |  |  |  |
| If using a new or unfamiliar platform, allocate a time (around half an hour) to familiarise participants with its functions. |  |  |  |

## Hybrid

| **Hybrid** | **Complete** | **Partially complete** | **Action needed** |
| --- | --- | --- | --- |
| Make sure you are following the other points in this guide for online and in-person meetings. |  |  |  |
| Allocate an in-person person to monitor the chat box during the meeting as well as to communicate with the people joining online to ensure all questions are being answered fully and all points are being discussed. |  |  |  |
| Make sure that the presenter or the content are always visible to online participants. |  |  |  |
| Design the meeting for a hybrid format from the start so that the online participation is not an afterthought. |  |  |  |