



EDUCATION JUSTICE PROJECT  
an initiative of Education at Illinois



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November 2021

## Resources @ EJP

# Accessibility Practices & Considerations for Meetings

## Before the Meeting

### Check the Accessibility of the Meeting Location

Know where the accessible entrances are along with elevators, ramps, accessible toilets, and if there are visual fire alarms.

### Create Accessible Materials

- » If you have handouts, use headings, 1-2 clear font styles (preferably sans serif for the body), white space, and contrasting colors.
- » If you create digital handouts, refer to quick help guides on how to make accessible documents, such as Microsoft's [Create Accessible Office Documents](#), or Google's [Products and Features - Google Accessibility](#).

### Send Out Meeting Information Beforehand

- » Share the agenda, visual aids, or presentations you are planning to use.
- » Share the building location and room information. Tell attendees where to park, how to access the building, and where to find the accessible entrances.

### Enable Closed Captions in Livestreamed Meetings

Closed captioning allows participants to show or hide captions

## During the Meeting

- » To enable closed captioning in Zoom meetings visit the [Managing Zoom Closed Captioning and Live Transcription post](#).
- » To enable closed captioning in live-streamed Facebook or YouTube events, visit the webpage [How Do I Add Captions to My Livestream?](#)

### **Schedule Breaks During Long Meetings**

If you are presenting, build scheduled breaks into your meeting and stick to them so attendees know when to expect a break. This allows attendees to be more focused during the meeting since they know when they have a chance to take a break.

### **Pace Yourself while Speaking**

- » Adjust your speaking pace to make sure everyone can clearly understand you.
- » Ask attendees if they need information repeated or if they have questions.
- » In online sessions, keep a steady pace to allow for lagging or unstable internet connection.

### **Speak Loudly while Presenting**

It's easy for voices to get muffled or echo, especially in large conference rooms.

- » Make sure you are speaking loud enough to allow everyone to hear you clearly.
- » Pause periodically to check-in with attendees and ensure they can all hear you.

### **Address All Members of the Meeting while Speaking**

Everyone should be part of the conversation, and if you are only directing your speech to one person the whole time, other attendees may not get all of the information needed.

- » Address all attendees, regardless of whether you are presenting, asking a question, or giving a general comment.

### **Ensure American Sign Language Interpreters are Visible and Centrally Located**

- » If you have an ASL interpreter at your meeting, make sure they are in a central location and are visible to everyone in the room.

- » If you are presenting, allow for pauses in between your thoughts to allow the ASL interpreter time to translate and successfully relay information.

## **Describe Visual Content that is Displayed if You are Using a Screen**

Audio description of visual aids can provide information to people with vision or cognitive impairments as well as someone who is far from your screen or who has a blocked view.

- » Describe information displayed by screens or projectors.
- » If the meeting is being live-streamed, make sure the screen is clear and in focus.

## **Repeat Questions Aloud**

If someone asks a question, participants may not hear it in a large meeting room.

- » Re-voice questions that are asked to ensure everyone is included in the conversation.
- » Include any attachments you may provide in your presentation in an email as well before or after the meeting.

## **Record the Meeting or Take Notes**

- » If possible, record a meeting for those who may not be there. Make sure to ask for permission before recording.
- » If recording the meeting is not possible, take detailed meeting notes and send them out for people to refer to later.

## **Ask for Feedback!**

The only way we can do better and meet the needs of everyone is to request feedback on how to improve. Ask for feedback in the form of an email, a short google quiz, etc., and use any suggestions to improve your next meeting

- » [Making Meetings More Accessible](#)
- » [The Nuts and Bolts of How to Make Your Meetings More Accessible](#)
- » [Digital Accessibility Basics](#)
- » [15 Ways to Make Meetings More Accessible](#)
- » [How to Make Your Workplace More Accessible to People with Disabilities](#)
- » [DRES at UIUC](#)

## **After the Meeting**

## **Sources and More Info**