University of Mary Washington

Disability Resources

Creating an Accessible Virtual Event

GENERAL ACCESSIBILITY CONSIDERATIONS

- Registration and application materials should clearly communicate how attendees can request accommodations.
- Include contact information for the designated staff who will respond to participants' questions about access and accommodations.
- Incorporate the cost of accommodations into your event budget. The organizer is responsible for providing what is requested, such as live captioning.
- Provide all event materials in advance and in an accessible online format. For assistance, see information at the **Access for All online resource**.
- For all online marketing materials, use sans serif font, such as Arial, Calibri, or Tahoma, in 12 points or larger. See information at the **Access for All online resource**.
- Provide closed captions for all videos shown.

EVENT ACCESS

- Share the schedule and format (for example, discussion versus listening to a presentation) in advance. This allows participants to plan for breaks and other individual needs.

- Verify that the platform for your online event is accessible. Zoom, Google Hangouts and GoToMeeting are among accessible platforms. Check the accessibility of social media platforms such as Facebook Live, Instagram Live/Stories, or YouTube. Use accessibility features such as alt text for images and closed captioning for videos.
- Verify that the event offers multiple ways for attendees to participate, submit and answer questions, and interact with the larger group.
- Provide an opportunity for individuals to participate by phone, without a computer or internet.

PRESENTATION ACCESSIBILITY

- Make sure the presenters' audio is clear. If needed, recommend applications such as **Krisp** that can reduce background noise on calls.
- Recommend that presenters use headsets to improve audio.
- Mute all attendees but those speaking to keep background noise to a minimum.
- Ask people to state their name before they speak so that captioners and attendees know who is talking.
- Presenters should describe all visual content being shown to attendees. Think of it as describing a visual to someone in a different room.

QUESTION AND ANSWER SESSIONS

- Leave ample time for questions.
- Read any questions back to attendees before they are answered by the presenter.

AFTER THE VIRTUAL EVENT

- Provide any Q&A content in an accessible online format.
- Offer attendees a way to provide feedback, especially about accessibility.
- Continue to discuss accessibility in the virtual space with all community members, including individuals with disabilities.

CONTACT INFORMATION:

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