



Online Accessibility Guide For Virtual Meetings

It is important that when we are preparing meeting content and running virtual meetings that we consider members, volunteers and parents who may have disabilities or impairments that effect accessibility of digital materials. For example, this could be vision, or a learning or behavioural disorder. This guide provides some tips, resources and tools to help you create accessible content and meetings.



Accessibility & Video Conferencing

- When using a video conferencing tool such as zoom, have all participants mute themselves if they are not speaking. This helps eliminate background noise which can interfere with audio.
- It is important as a volunteer to make sure your environment and background for meetings is quiet, free from distraction.
- Describe what is on the screen, depending on the device the participant is using, the visibility of the screen share may differ. Do not assume that everyone can see and interpret what you are sharing.
- Provide materials that you will be sharing on screen to participants prior to the meeting, so they can view them on their devices in whatever format is best for them. This may be using a screen reader tool, enlarging the text, or using text to voice.
- Encourage the use of headphones if participants have distractions around them.
- Have one volunteer assigned to managing the chat and answering questions or dealing with concerns. Let members know if they are struggling to hear, or see something to write to the volunteer in the chat.
- Prior to starting your virtual club project, ask members and parents to provide any accessibility issues they have. Ask them for their advice and tools for helping that member excel in a digital space.

Zoom offers built in tools to help make meetings more accessible, click here to learn more about these tools and how to implement them. <https://zoom.us/accessibility>

Tips for Creating Accessible Digital Content

- Keep your designs simple - try to keep layouts clean and avoid using a lot of imagery and graphics.
- Maintain colour contrast, it is important to use colours appropriately, only layer contrasting colours. For example: having black text on a white background versus having green text on a green background.
- Use bulleted lists for easy reading versus paragraphs of text.
- Do not underline text, this can be confused with clickable links.
- Use large and consistent font sizes. Titles and headings should be 14-18 and body text should be 12-16.
- When adding photos or graphics, caption or provide a text description below.
- Keep all text in documents and materials left justified.

Microsoft Word has a built in accessibility checker to help ensure your documents are meeting accessibility requirements. Learn more about this tool here <https://support.microsoft.com/en-us/office/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f>