



Creating Accessible Online Events



Ensuring your online event is accessible

Before the event

Choose a platform that offers a chat function in addition to audio and video so that participants can communicate at any time.

Choose a tool that allows you to display closed captions or provide a full transcript.

If required, organise an Irish sign language interpreter.

Inform the attendees:

- on which platform the event takes place,
- whether the participants have to install software or prepare anything else,
- whether you will provide closed captions or sign language interpretation, and
- who participants can turn to for questions and problems.

Ask attendees if they have any reasonable accommodation requests in addition to what you have stated is being provided.

Ask the question on the registration page and in the confirmation email and any reminder emails

If possible, provide PowerPoint slides and other documents in advance in an accessible form (Use PowerPoints accessibility checker in the review tab when creating your presentation).

At the beginning of the virtual event

If it is a meeting and not a webinar, ask all attendees to mute themselves and explain that if they are muted by the host, it is only to reduce interference noise.

In meetings do not request that people have their camera on – not everyone will be comfortable leaving it on and you do not want to create a barrier.

Instead if you wish tell attendees that they are welcome to leave their camera on or off.

If you record the event on video, inform the participants about it.

Explain the main rules, such as how and when participants can ask their questions, or where participants can find the transcript and other materials.

Give participants the option to ask questions anonymously using the direct chat function.



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During the virtual event

Make sure to use a good microphone and camera. The better the sound and picture quality, the better the viewers can perceive you.

Ensure speakers names are visible on the screen.

To avoid sound and image dropouts, your Internet connection must, of course, be stable.

To avoid disturbing background noise, only the microphone of the person speaking should be activated at any one time.

Each speaker should give a visual descriptor of themselves so that the event is accessible for those with low or no vision.

Ensure speakers have good lighting where their face and mouth is visible – this allows those who use lip reading to see clearly.

Ensure that your speakers know to speak coherently, at a good pace and never speak over each other. This is more accessible for those with hearing loss and for the Sign language interpreter and the captioning.

After the virtual event

Provide the link to the video recording and other documents.

Upload the video to YouTube so that captions are automatically generated.

Make a summary of the questions and answers asked by the participants.

Sources:

<https://allerlay.com/how-to-organize-accessible-online-events/>

<https://celebratingdisability.co.uk/accessible-online-events/>

To learn more contact Employers for Change at info@employersforchange.ie or 085 157 9603.



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