



VIRTUAL MEETINGS & WEBINARS ACCESSIBILITY CHECKLIST



Before the Meeting

- Evaluate the virtual platform, tools, or services for the following:**
 - Support of assistive technology
 - Additional audiovisual aids
 - Accessible chat features
 - Sign language visibility
 - Support for live or automated captioning
 - Color contrast and image requirements
 - A variety of accessible methods to connect to an event
 - Alternative tools or services to compensate for inaccessible features
- Include the following in event communications:**
 - A list of accessibility accommodations
 - Contact information or form fields for attendees to request additional accommodations or technical assistance
 - Instructions to register, access the platform, and join the event
 - Accessible forms and documents (confirmed by a 508 specialist)
 - Access to handouts and meeting materials to allow time to prepare

During the Meeting

- When the meeting begins, explain or remind attendees about:**
 - Technical instructions
 - Accessibility features
 - Alternative accessibility tools and services as needed
 - Contact information for help with technical issues
 - Instructions to offer feedback about accessibility

After the Meeting

- Before posting a recording of the event, evaluate the video player for the following:**
 - Support for assistive devices
 - Speech recognition
 - Captioning that can be turned on or off (called closed captioning)
 - Adjustable volume, font sizes, and caption colors
- Ensure videos include:**
 - Audio descriptions (as needed) that can be turned on or off
 - A downloadable transcript posted near the video
 - The option to press play after the webpage loads, rather than the video playing automatically



Consult your accessibility team or 508 specialist if you need assistance.