This checklist and resources list is an excerpt from the ***Prioritising Accessibility in Organising Online Events*** blog post by Serah Rono and Emily Lescak on the Code for Science and Society Event Fund blog and The Carpentries Blog.

To audit your processes and decisions and ensure you are centering accessibility in your event planning, ask yourself:
> *Can people with disabilities get the same information, perform the same interactions, and function as others with comparable ease?*

Here is a checklist that you can use to prioritise accessibility as you plan and prepare for virtual events:

- ❏ Ask speakers and participants if they have accessibility requirements. Include questions in registration forms and speaker confirmation emails that prompt event participants to detail what accessibility accommodations they need around live captioning, large print, advance copies of slides, sign language, ++.
- ❏ Provide telephone-based connection options in addition to web connection links because not all web clients for online meeting tools are accessible.
- ❏ Think about how participants with assistive needs and those dialling in from their phones will participate fully in your event:
  - ❏ How will they ask questions and provide suggestions?
  - ❏ How will they respond to polls, interact with links, and comment in the chat?
  - ❏ Are you able to share speaker slides or reading material in advance so they have context for what is being presented?
- ❏ Accessible online meeting platforms have integrated captioning, screen reader compatibility, and multiple ways of communicating with and engaging participants. Take these options into consideration when choosing a platform.
- ❏ Invest in interpreters, live captioners and live translators where possible. Interpreters in virtual settings might make it possible for multiple-language representation at your event. Plan for good visibility of the speakers and interpreters.
  - ❏ Who should have their video and audio on and when during sessions?
  - ❏ How can you best place the speaker and sign language interpreter on the screen, especially when the speaker is also sharing their screen to show slides?
- ❏ Inform speakers of the accessibility requests that have been made and the accommodations that you are making available as the event organiser.
  - ❏ Rehearse presentations with the platform and tools that will be used during the event.
  - ❏ Share best practices for accessible presentations, such as testing presentations against accessibility checkers, adding captions against embedded multimedia resources, using plain language, issuing content warnings in advance, and only using relevant multimedia.
- ❏ Make your event website and the resources that you will share accessible:
  - ❏ Make content and structure available, robust, and understandable by anyone.

- ❏ Improve the color contrast, make content easily understandable, and observe header etiquette.
- ❏ Use patterns in addition to colors for visual content, offer transcriptions and captions or subtitles, and underline or bold links.
- ❏ Use alternative text on embedded images.
- ❏ Use labels and add instructions to form fields in addition to accurate placeholder text.
- ❏ Test your content with assistive technology.
- ❏ Design accessible pathways for interaction and collaboration throughout your event. Think about
  - ❏ language translations in collaborative documents,
  - ❏ live captioning during sessions, and
  - ❏ making captions available for recorded videos.
- ❏ Make transcripts available alongside audio and visual content after the event on your website.

Here are additional resources that expound on various aspects of accessibility in virtual settings:

- Cornell University's Accessible Meeting and Event Checklist
- Web Accessibility Guidelines from W3C contains lots of tips, examples and resources
- WebAIM has great resources, articles and training on web accessibility
- special, standalone mention to WebAIM Color Contrast Checker
- How to create accessible event submission forms
- Accessibility resources by a11y project
- Checklist by a11y project to guide you in making your event websites accessible
- (Podcast) Improving Accessibility for your Events with Svetlana Kouznetsova - listen to podcast or read transcript
- https://www.deafhhtech.org/rerc/
- https://www.plainlanguage.gov
- Accessibility GIFS by Pablo Stanley: https://www.invisionapp.com/inside-design/designing-accessibility-not-hard/
- Whiteboards/Shared documents to accommodate deaf students (Schley, Duckles, Blili-Hamelin 2020) - Journal of Faculty Development
- On connectivity (low-bandwidth) challenges
  - Detailed guide from the University of Cape Town on low-tech online teaching resources
  - Daniel Stanford's Videoconferencing Alternatives: How Low-Bandwidth Teaching Will Save Us All