

Accessible Meeting Guide

When hosting a meeting, use this document as a guide to make sure all participants have full access.

Venue (in-person)

Any venue chosen for an event should:

- Be accessible to wheelchair and mobility aid users, both outside and inside.
- Have accessible toilets.
- Be accessible by public transport.
- Have accessible parking close to the venue that is available to attendees.
- Ensure seating can be moved and desks either moved or raised/lowered.
- Ensure lighting is appropriate, (e.g so Auslan interpreters can be seen).

Venue (virtual)

When hosting an online meeting or event:

- Ensure you use an accessible online platform. Zoom and MS Teams are both accessible platforms that allow for closed captions to be enabled by participants.
- Make participants are aware they can use the chat function if that is more accessible for them. Ensure the chat is regularly checked and any questions answered.
- If any materials (such as MS PowerPoint presentation) are being shared on screen, ensure this stays up continuously to provide people ample time to read and understand. Any materials should ideally be shared with participants ahead of time in an accessible format.
- Keep pace of the meeting front of mind. Ensure participants have time to comprehend and digest the content of the meeting.

Auslan and Captioning

- Ensure Auslan interpreters (for both online and in person meetings) and live captioning (for online meetings) is booked if required.
- For meetings going longer than one hour, two interpreters should be booked.
- Ensure captioning font as size is appropriate.
- If the meeting is large, or does not require RSVP (e.g. public forum) it is best practice to book Auslan interpreters (and captioning if virtual meeting).
- NB: captioning is not solely for Deaf participants, it can benefit all attendees. Further, a transcript is provided, this can be beneficial for participants after the meeting, including those who are blind or have low vision.

Invitations

- When sending out meeting invitations or registrations, make sure all participants are provided an opportunity to share any accessibility needs. E.g. “If you have any accessibility or support requirements in order for you to participate, please let us know”.
- Ensure the invitation includes any accessibility supports that are being provided (e.g. Auslan interpreters) as well as if the building is wheelchair accessible.
- Ensure meeting invitees can RSVP in an accessible format. An online form may not be accessible to some people, so offer the option for them to RSVP by phone or email as well.

Meeting materials

- Ensure all meeting materials (such as agendas, powerpoint slides etc.) are provided in advance.
- Any materials should be provided in both Word and accessible PDF versions.
- There should be ample ‘white/blank’ space in any written materials,
- Font should be at least size 12 and it should not include serifs.
- Text should be black on white background. Or have similar appropriate colour contrast.

- Ensure all materials can be read by a screen reader. Text saved into an image file cannot be read. An accessibility check should be performed on all resources prior to finalising.
- Depending on the participants / audience, materials may need to be developed in other formats (such as Braille or Easy Read).
- All language in any materials should be written in plain English and avoid complicated terminology (where possible).

House keeping

- Let it be known that people can get up and move around, drink and eat if needed.
- Ensure there is a break if the meeting goes longer than an hour. Breaks should be at least 10 minutes.

Accessible Meeting Guide Checklist

Accessibility Requirements	Completed?	Comments
For in person meeting – venue is accessible for wheelchair users, both internally and externally		
For in person meeting - There are accessible bathrooms		
For in person meeting - There is accessible public transport and parking for the venue		
For in person meeting - Chairs and desk are able to be moved and/or adjusted		
For in person meeting - Lighting in meeting space is appropriate		
For online meeting – an accessible platform is being used to host the meeting		
For online meeting – participation via chat is promoted and contributions are monitored		
Auslan interpreters and live captioning booked (if required) incl. 2 interpreters if meeting is longer than 1 hour.		
Meeting is run at a reasonable pace		
All participants have been asked prior to the meeting if they require any additional accessibility requirements		
Any accessibility supports that are being provided are included in any invitational material		
Any meeting materials have been developed in alternative formats, if required		

All meeting materials have been written in Plain English		
All meeting materials use sans serif font at least size 12 and use appropriate colour contrast		
All meeting materials have been given to participants within an adequate timeframe		
All meeting materials have been provided in both Word and PDF formats to participants		
Live captioning font size is appropriate and easily read		