

Addressing Accessibility for Equitable Virtual Participation

Accommodation Requests

Offer accommodation requests during the registration process or invite participants to contact you directly. Accommodation requests could involve providing the following:

- ASL or other language interpretation.
- Live captioning.
- Materials provided in advance.
- Materials provided in text that the participant can enlarge.
- Materials provided in high contrast (black text/white background).
- Materials in a screen-reader friendly format (e.g., adapted from online collaboration platforms to accessible Word document/PDF).

Universal design principles and planning for integration with assistive technology benefit everyone, including participants who don't identify as living with a disability.

Sample registration questions:

Example 1. Do you require any accommodations to fully participate in this event? If so, please contact (name) at (email and phone number) to discuss your needs.

Example 2. Please indicate which of the following accommodations you require to participate fully in this event: ASL interpretation, closed captioning, materials provided in advance. If you need an accommodation that isn't listed, please contact (name) at (email and phone number) to discuss.

Inclusive Facilitation Techniques

- Giving participants time to prepare in advance.
 - Provide instructions, agendas, and materials (e.g., collaboration platform templates or discussion questions) ahead of time, ideally a week in advance of the meeting.
- Offering multiple ways to participate.
 - Provide both written and verbal instructions.
 - Using the hand raise and reaction features in a meeting platform.
 - Read written messages via chat aloud, ensuring they are given equal weight.
 - Invite, but do not require, participants to appear on camera, and verbalize acceptance for the environments participants are working from, including one that may have other people, noises, or possessions in the background.
- Creating time and space for unrushed, patient, and inclusive participation.
 - Include additional time for participants to type or navigate to the virtual environment.
 - Provide frequent breaks to allow participants time to care for themselves or others.
 - Allow people time to process their responses and communicate via chat.
 - Speak slowly and clearly.
- Being prepared to actively include others.
 - Gently interrupt and redirect: "I think (name) was about to speak."
- Inviting and accepting feedback with humility and making improvements as needed.