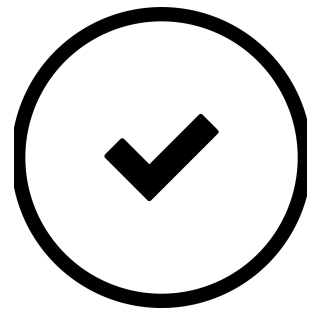


AAHD Virtual Platform Accessibility Tips



Pre-Presentation Tips



Ensure virtual event announcements are in accessible and alternative formats.

The meeting facilitator should have any slide decks in advance and should have a prep call with any presenters.



Check the meeting platform to ensure that any accessibility features are "on."



Ensure virtual event announcements are in accessible and alternative formats.

Ensure screen reader accessibility - any platform used needs to support screen reader technology.



Ensure keyboard accessibility - a user should be able to navigate the platform using only keyboard input.

Make sure closed captioning is available - many platforms have automated captions that can be toggled on.



Identify a person to monitor chat windows.

Record whenever possible - doing so offers the ability to provide this to participants who need it.

Tips While Presenting

Perform an access check. This might include the speaker asking the audience if you are speaking loudly enough or too fast.

Establish basic ground rules. Ask audience to mute microphones to avoid background noise or references to accessibility features. Explain how to use Chat Room, React icon or any other icons available on selected platform.

Any speaker should identify themselves. Speaker should enable video. During Q & A, participants should identify themselves before speaking.

Speakers should describe any images on slides such as photos, graphs, charts etc.

Have participants using ASL interpreter services pin the interpreter.

Use plain language and presentation font size should be at minimum 24pt font.

If meeting is being transcribed, transcripts should be available after meeting.

Resource Links

[Zoom Accessibility](#)

[DoJ - Section508 homepage](#)

[Captioning on Zoom](#)

[ADA Technical Assistance Centers](#)

[Google Hangouts Accessibility](#)

[DREDF](#)

[Microsoft Teams Accessibility](#)

[Georgia Tech, Center for Inclusive Design and Innovation](#)

[Captioning on Microsoft Teams](#)

[Plain Language](#)

[GoToMeeting Accessibility](#)

[Document Examples](#)

[PEAT Telework and Accessibility](#)

Making Documents Accessible

Accessibility is a technical process, ideally involving a team of 508 specialists. Below are checklists that describe what specialists look for when remediating documents.

[Microsoft Word](#)

[Microsoft PowerPoint](#)

[Microsoft Excel](#)

[Adobe PDF](#)

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