

Making Online Interactions Accessible

These guidelines are designed to ensure that online interactions are presented to be as inclusive as possible to attendees.

All these should be agreed with presenters in advance and a practice meeting undertaken to coach if necessary. Check that they will be presenting from same room and position for actual webinar.

Microphone

1. All presenters should use an external headset microphone. Built in laptop microphones pick up too many background noises such as traffic/dogs/kids.
2. Mute when not speaking to prevent distracting noise or breathing.
3. Learn the keyboard shortcut for mute. This is much quicker than clicking. e.g. Teams=Ctrl+Shift+M, Zoom=Alt+A.
4. 1,2,3 all contribute to more accurate captioning.

Webcam

1. Always have your webcam on when presenting to assist lipreaders.
2. Make sure your face can be seen clearly:
 - a. Even light on face but not too strong
 - b. No light from behind causing silhouette
 - c. No strong light from side causing shadow
 - d. Move your microphone so it is not in front of your lips (from camera point of view)
 - e. Don't be too far away from camera, have a "mug shot" on screen

Captions

1. Provide live captioning if possible. This is not perfect, but many d/Deaf users say it helps.
2. PowerPoint captioning can be turned on and displayed so it appears live with your screenshare. If presenting in Teams participants can turn on auto-captioning.

Participant Interaction

1. Know how the platform looks from the users end so you can advise on usage during the session.
 - a. Where the chat pane is
 - b. How to enlarge the webcam view
 - c. How to unmute mic
2. Some participants may not be able to chat using text. Be prepared to allow use of microphone

Images

1. Describe any images in your presentation to aid understanding if they can't be seen. e.g. "this image shows you an increase of 20%" rather than "you can see the percentage increase"

Documents and resources

All presentations and documents for sharing should be accessible.

1. PowerPoints
 - a. Use Alt descriptions for images if they contain text or other critical information
 - b. If images are purely decorative they should be marked as such instead of an Alt description
 - c. All slides should have a distinct title which must be marked as "title" in the style. If title is a continuation, mark it with a number e.g. Outcomes, Outcomes (2), Outcomes (3)
 - d. Powerpoint has an Accessibility Checker tool which will assist you. Go to Review> Check Accessibility
2. Documents
 - a. Ideally in Word format with appropriate headings structure. There is [video guidance for creating Accessible Word documents.](#)
 - b. Word has an Accessibility Checker to assist. Go to Review> Check Accessibility

Action Checklist

Prior to delivery

- Check location will be same for practice as for delivery
- Headset in use
- Clarity of speech check
- Webcam position check
- Webcam lighting check
- Captioning check
- Check accessibility of shared resources

During session

- Describe any images
- Captioning in use
- Access to microphone for questions if required