



Accessible Video Conferencing Checklist

1. Proactively seek accommodate needs

Ask all participants to communicate any accommodation needs ahead of time.

- ☐ Include an accommodation statement in any invites, registration forms or emails.
- ☐ Consult directly with any participant who makes an accommodation request.
- ☐ Follow the principles of accommodation (dignity, individualization, inclusion).

2. Share relevant materials in advance

- ☐ Distribute accessible information and materials to all participants in advance.

3. Learn the accessibility features

- ☐ Become familiar with the accessibility features available in the video conference.
- ☐ Retain captioning services and sign language interpreters as a best practice.
- ☐ Offer a call-in number as an alternative option to access the meeting or session.

4. Be an inclusive host

- ☐ Explain web conferencing features and expectations for use (e.g., camera and mic).
- ☐ Consider opening with a reflective or visual self-introduction (refer to [example](#)).
- ☐ Have a clear purpose for displaying information if/when you share your screen.
- ☐ Verbally describe all visual information (for those who cannot view your screen).

5. Request feedback from participants

- ☐ Provide the opportunity for participants to share feedback (e.g. via [Google Form](#)).
- ☐ Remember that accessibility is a process and feedback fosters improvement.

Refer to the full Accessible Video Conferencing Guidelines for more information. Questions or alternative format requests can be directed to the Board's [Accessibility Officer](#).