

## McGill Sustainable Events Certification Program

# Accessible Virtual Events

## Why?

Making your virtual event accessible ensures that attendees who experience various barriers to participation can engage with your event with the same level of independence and privacy as anyone else.

## How?

### Gather accessibility feedback before an event

Include a webform in which participants can highlight their accessibility needs privately. It is best to do this when you launch your communications about the event, during registration, or at the time of ticket sales. The text included to gather feedback may be modeled on this example:

We are committed to offering a barrier-free event that is accessible to all attendees. Please let us know of any accommodations you may require:

- Receiving presentations slides in advance
- Live captioning
- Sign language interpreter
- Other: *[Fill in the blank option]*

If you would like to communicate with us directly regarding your accessibility needs, please contact *[organiser's contact information]*.

### Consult resources from the McGill Equity Team

The Equity Team has created a [Virtual Presenters' Accessibility Guide](#) with tips on making your online event more accessible. These tips are also accessible on the [Equity Team's website](#) and include:

- Building in breaks to the event programming,
- Describing the visuals of a presentation, and
- Using Microsoft's built-in Accessibility Checker before sharing recordings or other event materials.

### Research your options for live captioning

- **Zoom**
  1. In your Zoom navigation panel, click "Account Management" then "Account Settings."
  2. Click the "Meeting Tab."

3. Verify that “Closed Captioning” is enabled.
4. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click “Turn On” to verify the change.

- **YouTube**

1. If captions are available, “CC” will be visible on the bottom right of the video player.
2. To turn on captions, click “CC.”

- **Microsoft Teams**

1. Go to “Meeting Controls” and select “More Options.”
2. Turn on “Live Captions.”

### **Research your options for sign language interpreters**

- The McGill Equity Team recommends consulting the [Association of Visual Language Interpreters of Canada directory](#), which provides ASL and LSQ interpreters.