

Conducting Accessible Virtual Events & Meetings

This page discusses accessibility features and tips for web conferencing tools authorized for use at Ryerson. Follow these best practices to ensure your virtual meetings and lectures are as accessible as possible for everyone, including people with disabilities.

This page is intended to complement the following guide on [conducting virtual meetings](#).

Best practices

Accommodations

Before the meeting takes place, ask meeting participants if they have any accessibility requirements to ensure their inclusion. It is the responsibility of the meeting organizer/host to accommodate these requests.

- If you need support arranging accommodations, please contact accessibility@ryerson.ca
- If you are an instructor, Academic Accommodation Support will coordinate any known student accommodations with you.

Sound quality

Sound quality is important for all users, especially for people who are hard of hearing. It's recommended that all participants use headphones when possible. Encourage participants to mute their microphone when they are not speaking.

Screen sharing and speaking

- If sharing materials on screen, concisely verbalize any: images, graphs, videos with no sound, images that spark a laugh, and/or any actions you are taking.
 - This will benefit participants who are calling in, have bad internet connection, or people who are blind and unable to see the screen.
 - This will also benefit people who are D/deaf or hard of hearing working with an ASL interpreter. Often times it's difficult to split focus between a shared screen and the interpreter.
- Speak clearly and avoid speaking too fast, so participants and sign language interpreters can better understand you and follow along. If there are multiple presenters, announce who is speaking each turn.
- Do not mute your webcam when speaking, as people who are D/deaf or hard of hearing may be able to lip read.

Share materials in advance

Consider sharing your slides or any complementary materials in advance.

- This gives your audience the opportunity to follow along or take additional notes. Your audience will also be less likely to miss any words or terminology when listening, allowing them to better comprehend the presentation.
- People with low vision can zoom in or adjust the slideshow to their personal viewing preferences.
- People who are blind can follow along with a Braille display or with a screen reader and earbuds.
- People who are D/deaf or hard of hearing will often review the slides ahead of time, because they may be focused on the interpreter during the session.

Learn [how to create accessible slideshows](#) or [accessible documents](#).

Recording meetings

Consider recording your Zoom or Google Meet sessions, as it provides flexibility for participants who cannot attend or who don't have a good internet connection. It also gives participants the opportunity to pause the recording, playback and review, or make notes. It's recommended to [share audio and video using Google Drive](#).

Zoom

Zoom is best for teaching-related web conferencing, especially where an integrated whiteboard and breakout sessions are required.

- If using the polling feature, be sure to verbalize the launch and results of the poll. This ensures participants who use assistive technology and participants that are calling in are aware of what's happening.
- Give participants enough time to participate in the poll, or offer alternative ways for participants to provide feedback.

View [Zoom accessibility FAQs., external link](#)

[Closed captioning](#)

[ASL interpretation](#)

[Keyboard and screen reader support](#)

Google Meet

Google Meet is recommended for smaller team meetings, administrative, highly sensitive and other web conferencing. Google Meet also works great for smaller class sizes.

[Closed captioning](#)

[ASL interpretation](#)

[Keyboard and screen reader support](#)

Quick tips

Ask participants if they have any accessibility requirements before the meeting takes place.

Use headphones when possible, and encourage participants to mute their microphone when they are

not speaking.

Speak clearly and avoid speaking too fast.

Verbalize any on-screen visuals and actions you are taking.

Share your slides or any complementary materials in advance.

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