

ACCESSIBILITY & INCLUSION CONSIDERATIONS



POUR GUIDELINES

PERCEIVABLE

- ☐ Use good lighting for video
- ☐ Create a transcript of the session
- ☐ Offer handouts and other materials
- ☐ Provide material ahead of time
- ☐ Caption audio or make it available
- ☐ Consider activities for accessibility
- ☐ Don't only use color to distinguish
- ☐ Use high color contrast
- ☐ Use speaker notes to add information
- ☐ Set up for different languages
- ☐ Have beginning, middle, and end

OPERABLE

- ☐ Schedule breaks for participant needs
- ☐ Ensure calendar invites have links
- ☐ Segment recording by topic/timestamp
- ☐ Designate alternative "hand raise"
- ☐ Ensure all sound is audible
- ☐ Set slide order in resources
- ☐ Include links and resources mentioned
- ☐ Title each slide (header)
- ☐ Make PDF version of slides

UNDERSTANDABLE

- ☐ Speak clearly into a microphone
- ☐ Give people time to process
- ☐ Use simple language
- ☐ Describe virtual interaction
- ☐ On camera speak slowly
- ☐ Describe visuals in the presentation
- ☐ Limit text on each slide
- ☐ Use easy to read font
- ☐ Keep motion/animation minimal

ROBUST

- ☐ Test software for accessibility
- ☐ Use Ethernet connection
- ☐ Create alternative experiences
- ☐ Check accessibility as you create
- ☐ Do a color contrast check
- ☐ Check materials in greyscale
- ☐ Check link lengths and adjust
- ☐ Ask for feedback on materials



INCLUSION GUIDELINES

LANGUAGE

- ☐ Use people first language
- ☐ Never assume gender based on name
- ☐ Use gender inclusive language
- ☐ Use Alex.js for your materials

DEI & BELONGING

- ☐ Set ground rules for participation
- ☐ Be authentic in your presentation
- ☐ Provide anonymous engagement
- ☐ Create safe space in session

STOCK ART

- ☐ Vectors use non-human race colors
- ☐ Source from diverse places
- ☐ Use robust alt text
- ☐ Art should add context

LGBTQ+

- ☐ Consider defining terms & acronyms
- ☐ Audit content for "gender norms"
- ☐ Don't assume gender based on video
- ☐ Say training is a safe space

ASSISTIVE TECH

- ☐ Test resources for accessibility
- ☐ Use a screenreader to test
- ☐ Be open to feedback
- ☐ Use accessible color combinations

Your notes

