

## **Inclusion Scotland's**

### **Accessible Online Meeting Checklist**

A checklist to make online meetings more inclusive and accessible for everyone. What is good practice for any meeting becomes even more important for anyone participating remotely, and even more important for people with certain forms of impairment

#### **Before the Meeting**

- Circulate guidance for online meetings and check all participants understand it.
- Participants are familiar with the software you are using for the meeting or have access to guidance.
- Circulate presentations and meeting papers well in advance of the meeting when possible. Allow participants time to read papers before the meeting. Remember some may need this for an access reason.
- Offer and organise, if required, communications support i.e. Palantypist or BSL Interpreter.
- Include short breaks in your agenda for long meetings. This allows participants to rest from having to focus to hear and understand the video call.

## **The start of a meeting (Housekeeping)**

- Agree an accessible and easy system to indicate that you would like to speak. Only one person should be speaking at any given time.
- Remind participants to mute themselves when they are not speaking. This limits audio distractions such as creaking chairs and other external noise.

## **After Meeting**

- Share a summary of actions or key decisions that came out of the online meeting.
- Take a well earned break to digest the information.
- Circulate and agree formal minutes of the meeting.
- Request accessibility feedback and implement it where possible. Accessibility is an ongoing journey, not a box to be ticked.

**Read more on how to make work accessible in our [Guidance on Accessible and Effective Remote Working](#).**