

12 Tips to Keep in Mind for Creating **Inclusive and Accessible Hybrid Meetings**

1 **Virtual Platform**

Choose a virtual platform that is compatible with captions and provides an opportunity to pin a sign language interpreter.

2 **Location**

Select a meeting room that is accessible to everyone. If the meeting will be held off-site, consider touring the venue ahead of time to ensure that it meets accessibility standards.

3 **Accessible Transit**

In addition to providing adequate amounts of accessible parking spaces for in-person attendees, consider including clearly marked signs designated for van-accessible parking spaces.

4 **Registration**

Provide a contact for accessibility barriers during registration and to assist with virtual and in-person accommodations during the event.

5 **Accommodations**

During registration, include a form for people to submit accommodation requests prior to the event.

6 **Event Instructions**

Send detailed instructions for joining the event for both online and in person — including an agenda, link, physical map, and necessary meeting materials prior to the event.

7 **Describe Presentation Content**

Provide audio descriptions of content — like presentation slides or videos — during the event.

8 **Chat Functionality**

Be mindful to read the chat comments and Q&A aloud, or completely turn off the chat function to accommodate screen reader users or presenters who may not be able to closely monitor the chat.

9 **Captions and Sign Language Interpretation**

Incorporate live captions and the use of a sign language interpreter(s) during the event and breakout sessions for both in-person and virtual attendees.

10 **Accessible Captions**

To best include people who are deafblind, encourage the use of third-party apps to access captions in real-time during the event.

11 **Live Transcript**

Provide a live transcript after the event along with event notes, action items and the location of where attendees can find shared materials online.

12 **Feedback**

Accessibility and inclusion is a journey. Provide channels for participants to offer feedback or recommendations for future meetings and events.