

# Tips for more effective virtual meetings for people with disabilities

PRIOR TO MEETING:	FACILITATOR	PARTICIPANT
Ask for accommodation needs before the meeting or during the registration process.	x	x
Share all materials that will be introduced in advance.	x	
Send out the Zoom shortcuts in advance.	x	
DURING MEETING:	FACILITATOR	PARTICIPANT
Identify yourself before you speak.	x	x
Encourage one person talking at a time.	x	
Give participants the option to make comments in the chat box OR by talking.	x	
Read the chat box comments to the whole group.	x	
Describe all graphics or visuals that are being shared on the screen.	x	
Build in breaks for longer meetings.	x	
Have your video on when you are talking and be close to the camera so a person can read your lips.	x	x
Don't put your hands, food, drinks or other objects in front of your face when talking.	x	x
Mute your microphone when you are not talking to reduce background noise.		x
Give contact information for participants to follow up later with questions or comments.	x	
If you don't know, ask!	x	x