

Inclusive, Accessible Remote Meetings



DIGITAL ACCESSIBILITY SERVICES

Harvard University Information Technology

Digital Accessibility Services (DAS)

Learn more and contact DAS

- Visit the DAS website: accessibility.huit.harvard.edu
- Contact DAS: digitalaccessibility@harvard.edu

Upcoming trainings

- Digital Accessibility for Content Creators
- Web Accessibility for Developers
- Testing for Digital Accessibility
- Intro to Digital Accessibility and Harvard's Policies
- IT Academy: Digital Accessibility Foundations
- Creating Accessible Documents

accessibility.huit.harvard.edu/training

DAS Office Hours!

Stop by our virtual Office Hours in a Zoom meeting room on the 2nd and 4th Fridays of each month from 10am-12pm. Bring your accessibility questions, or just say hello! 🙌

accessibility.huit.harvard.edu/das-office-hours

Agenda

- Presentation: Hosting Accessible Remote Meetings and Events
 - Digital Accessibility @ Harvard
 - Before, During, After the Event
- Moderated Discussion
- Attendee Questions

What is digital accessibility?

Digital accessibility - making electronic content available to and usable by everyone - *at the same time, with the same ease of use* - including and especially people with disabilities.



Digital accessibility is part of Harvard's larger initiative on diversity, inclusion and belonging.

Before the Event:
Platform, Invitation, and Accommodations

Digital meeting platform

Zoom is the most widely used platform for web conferencing at Harvard, but others including Microsoft Teams are commonly used.



Zoom

Accessibility Resources

- [Zoom Accessibility Overview](#)
- [Zoom Keyboard Shortcuts](#)
- [Using Zoom at Harvard](#)

Teams

Accessibility Resources

- [Microsoft Teams Accessibility Overview](#)
- [Teams Keyboard Shortcuts](#)

Meeting invitation

Include a statement letting individuals know that they can request accommodations (such as ASL or captioning)



Example:

“Persons with disabilities who wish to request accommodations or who have questions about access, please contact [meeting sponsor’s email] in advance of the session.”

Some common requests:

Vision

- Accessible digital copy of the presentation
- Large print copy of the presentation
- Braille copy

Hearing

- Live Captions
- American Sign Language Interpreter
- Assistive Listening Device

Before the Event:
RSVP and Presentation

RSVP and feedback forms

Color Contrast is accessible

Required fields are marked and do not require color to understand

Questions are numbered

Button end of Survey has a clear action name, like “Submit” or “Register”

[Learn more about accessible forms on the Digital Accessibility website.](#)

The image shows a screenshot of a web form titled "Harvard Heroes RSVP" with the Harvard University logo in the top right corner. The form contains the following elements:

- A header: "Harvard Heroes RSVP"
- Instructions: "Complete this form to register for the event. Fields with an asterisk (*) are required."
- Question 1: "1. *Name:" followed by a text input field.
- Question 2: "2. Email:" followed by a text input field.
- Question 3: "3. If you would like to request an accommodation or have questions about the access provided, please share your request or inquiry below:" followed by a larger text input field.
- A "Submit" button at the bottom right.

Four arrows point from the text on the left to specific parts of the form: one to the title, one to the asterisk on "1. *Name:", one to the number "1.", and one to the "Submit" button.

Presentation materials

Make sure materials are accessible.

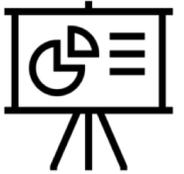
Use the automated “**Check Accessibility**” tool to save time and identify common errors.



Available in:

- Microsoft Word
- Microsoft PowerPoint
- Adobe Acrobat DC

Share with your audience in advance of the event.



Training on Accessible Documents

DAS offers a custom training on [Creating Accessible Documents](#), which covers:

- Using the automated accessibility checkers
- How to use color and color contrast
- Reading order for PowerPoint slides
- The basics of accessible PDFs



Before the Event: **Live Captions**

Live captions

Live captions convert audio dialogue and sounds into text that appears on a video in real time.

Live captions provide an inclusive meeting experience for participants who may not be able to hear speakers and sounds at the event.



Automated vs. professional captioning

- Live captions that are automatically generated by Artificial Intelligence (AI) are a great supplement to an event, but are not yet accurate enough for an individual who may rely on captions as a primary communication method.
- A professional live captioning service, where a person is doing the captioning, would ensure a sufficiently accurate caption track.

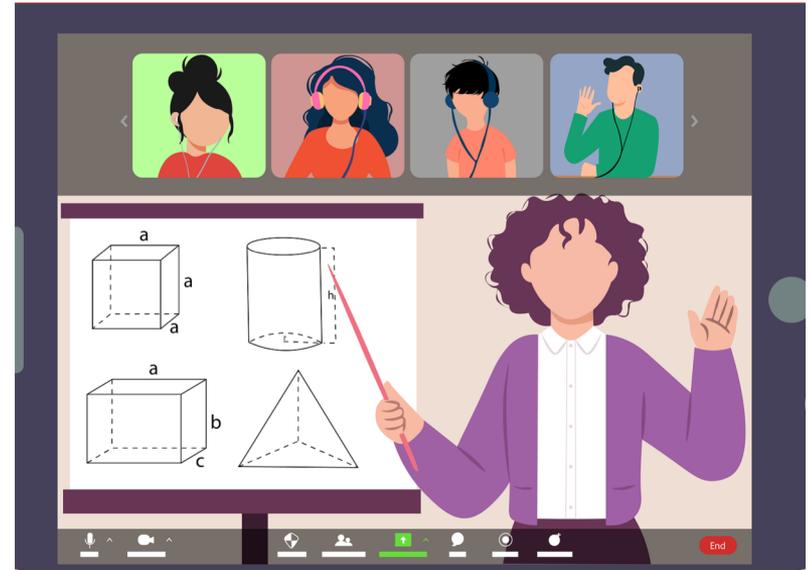
When to provide live captions

1. When required or encouraged by the University
2. If there is a request for live captions from an individual who plans to attend
3. As an inclusive practice to make an event more accessible

During the Event:
Inclusive Communication

Be clear and descriptive

- Orient the conversation by turning on your video and facing the camera.
- Be descriptive in how you talk about your slides and any visual elements you are presenting.



Use multiple ways to communicate

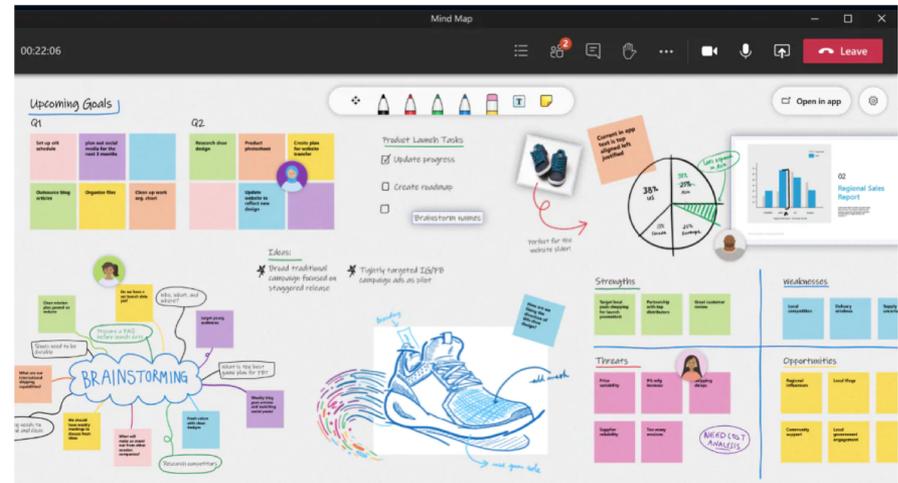
- Leverage the communication options available in your platform, such as chat or raising digital hands.
- Repeat any questions typed in chat or asked aloud before answering.
- Read aloud links in chat or send a list of links after the session.



Be mindful in using special features

When using special features, clearly describe any interaction, and consider how to share information in alternate formats, if needed.

- Whiteboard Annotation
- Polling
- Breakout Rooms



After the Event: **Video**

Posting a video recording

If a video recording of a live event is posted to a public-facing [Harvard website](#), the video must be posted with accurate captions provided as required by the [Digital Accessibility Policy](#).



Moderator Questions

Open Questions