

Accessibility tips during meeting

- Remember we have captioning available if asked by participants
- Does anyone need electronic copies of the materials?
- Please be sure to always speak facing the microphone
- Please respect queuing as it helps remote participants
- Let Chairs or team contact know if you have accessibility needs

Tooling

1. Make sure everyone is on the wifi and on the Group chat (eg IRC)
2. Zoom remote participants, please mute unless you're speaking to the Group
3. GitHub: make sure your group participants have linked their W3C account with their GitHub account, to facilitate access to W3C GitHub
4. Ask permission before recording; no recording without consent from all participants
5. Establish rules for use of the transcript if you enable automatic transcription