

Online workshops

Online sessions differ from in-person events. By working remotely, we have already eliminated many of the physical accessibility barriers. However, we need to take into consideration another set of accessibility and inclusion needs when planning remote sessions.

This checklist will help you think about a variety of different needs.

It is not an exhaustive list of accessibility and inclusion considerations. We recommend that in advance of any session, you ask participants what their specific needs are and if there is anything you can do to make their experience of participating easier.

In this checklist:

[In advance of the session](#)

[In session](#)

[Websites](#)

In advance of the session

- ☐ Design all content to be understood by anyone with an average reading age of 11 – avoid the use of jargon words and words with multiple syllables, and write in Plain English.
- ☐ Ensure material will function with a screen reader.
- ☐ If you are using slides or sharing screen, ensure that there's a bit of white space at the bottom of your visuals for automated session captions. Captions run on top of the shared screen on most platforms.
- ☐ Share materials in advance, preferably in a variety of formats (PDF allows for best screen reading, while MS Word lets people adjust text in a way that suits their needs – particularly important for people with dyslexia).
- ☐ Create equitable remote experiences to include people who cannot access the benefits of being online because of the affordability of kit and connectivity, or the confidence and skills to be able to use technology effectively.
- ☐ Make workshop materials inclusive to everyone in the way you plan, structure, deliver, and seek feedback.

- ☐ Avoid bright coloured backgrounds (neurodiversity) and check that the colours of your materials pass WCAG 2.0 minimum contrast.
- ☐ Offer British Sign Language support if needed.
- ☐ Make sure that if a carer or a support worker is attending, their needs are also met.
- ☐ Ask participants if they have any specific needs.

In session

- ☐ Give people opportunity to join a few minutes early to adjust their settings.
- ☐ Provide multiple means for people to ask questions and contribute.
- ☐ Make 'camera-on' optional.
- ☐ Use closed captions for all content.
- ☐ Provide written instructions in the chat, as well as verbal guidance.
- ☐ Introduce speakers and delivery team including their preferred pronouns.
- ☐ Briefly describe what the speakers are wearing and what they look like.
- ☐ Avoid disturbing noise such as notifications or buzzing and beeping (neurodiversity).
- ☐ Consider that some people get migraine from MS Teams 'blurred background' option. Opt for a natural or very simple background.
- ☐ If you can, have one person in a Technical Producer role attending to participants' issues in the chat or in separate breakout rooms.

Websites

If you are using a website as part of the session (for example to share resources), we recommend you;

- ☐ Carry out a basic check of web accessibility.
- ☐ Share any hyperlinks in an accessible document ahead of the session.
- ☐ Put links into the chat window, not jut on screen.

Advice about making presentations accessible:

- How to make your presentations accessible to all – W3C
- Presentations – Readability Guidelines – Content Design London

- [Make your PowerPoint presentations accessible to people with disabilities – Microsoft support](#)
- [Create better conference slides and presentations – Stephanie Walter](#)
- [Advice for speakers – St  phanie Krus](#)
- [Accessibility and ethics in digital design \(resource library\) - Ethical Design Guide](#)