

Online meetings

For in-depth guidance, visit: www.sightsavers.org/online-meetings-accessibility or scan the QR code here



Be clear what you expect from your participants before and during the meeting

Meeting expectations:

- Please arrive on time
- Verbal participation when prompted

Introduce yourself and any other speakers

Hi everyone, my name is ...

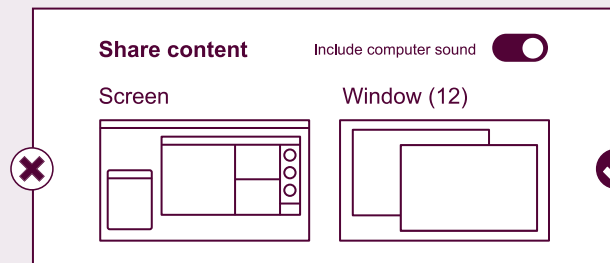
Practice a presentation to ensure everything can be covered without rushing



Screen-sharing tips

Ask everyone in the meeting whether they can see what is on your screen and describe all important images out loud. Do not assume everyone can read what is on your screen.

Only share the window you want to show



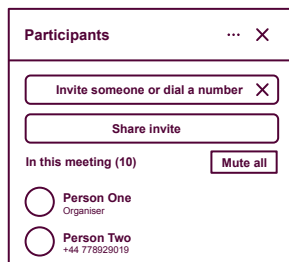
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Reduce background noise

Consider muting the audience until you require them to speak

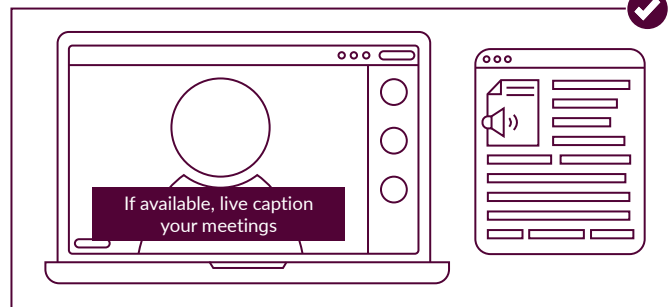


Keep animations to a minimum: they can be confusing for people with low vision

Stay quiet while animations, gifs or videos are playing



Provide live captions and a transcription



Use a large, clear font and keep graphs simple

Arial is a good choice of font

Record the meeting and share it afterwards

