

## ACCESSIBLE VIRTUAL ENGAGEMENT BACKGROUND

### How to Run Accessible Online Meetings for disabled people working and studying from home

Webinar – April 8 - <https://abilitynet.org.uk/webinars/how-run-accessible-online-meetings-disabled-people-working-and-studying-home>

- “the three P’s plan, present and post follow up. Prior to the session, agree on an agenda or lesson plan, rules of engagement so crucial to smooth running. Always do this, have a no risk practice session.”
- Captions in PPT and Teams
- Shared slides beforehand
- Post recordings on Youtube
- Transcripts (Otter etc)
- Security
- Protocol for q&a – chat in Zoom is read out by “readers” for visually impaired
- Dry runs
- Technological inequality
- Zoom can be accessed through web
- Use the Accessibility Checker which is throughout the platform in Word, Excel, Powerpoint

### NN Virtual Engagement Guidance

- Overview
- Virtual meetings:
  - Zoom
- Livestreaming: TBD
- Conveying information: TBD
- Co-creating and brainstorming:
  - Drawing: Zoom Whiteboard
  - Marking up an image: Microsoft Whiteboard with screen sharing (external collaboration not yet possible)
  - Creating a document: SharePoint (DOCX/PPTX/XLSX)
- Map-based community input:
  - Maptionnaire (map-based surveys of most types)
- Surveys:
  - Live, ranked choice or word cloud: Mentimeter
  - Live, multiple choice: Zoom Polling

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- Not live: SurveyMonkey
- Participatory budgeting: Blinktag (Build-Your-Own-Transit-System)

### Tool-specific information

- Virtual interactive meetings
- Livestreaming
- Conveying information
- Co-creation and brainstorming
- Map-based community input
- Surveys

### Presenting information

Present information digitally, such as charts, writing, or maps. This includes static and interactive information.

#### Used for

- Project websites
- Stakeholder engagement and feedback
- Map sharing with clients
- Infographics and data visualization

### Co-creation and brainstorming

Collaborate in real-time with other people to create content or ideas

#### Used for

- Board meetings
- Kickoff meetings
- Staff meetings
- Stakeholder meetings
- Community engagement meetings

### Options

- **Microsoft Whiteboard** – *included with Windows*
- **Zoom Whiteboard** – *paid account available (with Zoom)*
- **SharePoint** – *included with our general IT software*

### Surveys

Get answers to your questions from the community. This can include either during meetings (in real-time) or over a longer period, such as a community survey.

For map-based surveys, see “map-based community input”.

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### Used for

- Community survey
- Intercept survey
- Survey in a meeting, webinar, or other live activity

### Options

- Mentimeter
- **Zoom Polling** – paid account available
- Slido
- Blinktag
- **SurveyMonkey**