

Accessible online events and conferences

Introduction

request (BSL interpreters etc.) It is important to note the measures that are not available in this profile also.

Provide content including an agenda with timings and speaker details in advance, ensuring this is an accessible format. This is good practice and helps remove barriers for neurodivergent attendees, those with low vision and other needs. This is the easiest way to enable people to access the content as they can use their own assistive technology to adapt the material for their own needs.

If sharing PowerPoint content, include the notes too so participants can follow along on the day.

Manage expectations e.g. such as telling participants (up front) what you will provide and what you are unable to provide. Avoid using this as an opt-out to inclusion, this is about clarity of detail ahead of an event.

Ask the audience what they need ahead of time and at the outset of the session.

Don't be afraid to make mistakes

Create a culture of (polite) correction

Provide a point of contact (email and number) for attendees to discuss their accessibility requirements with a member of the events team. This is especially important for those who have requirements that are not covered in the access profile

Have a backup plan ready if things don't work as planned, for instance a standby Chair.

Consider the use of break out rooms for quieter space for discussion, bringing people back to share. Teams Live Events does not have a breakout room feature.

Captioning services:

[121 Captions](#)

[ClearText.com](#)

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Creating slides

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