Practices for an Inclusive Meeting

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Planning for Access

Agendas and Pre-Reading Materials

1. Who will be attending?
2. When will the meeting be?
3. How can I join?
4. Describe agenda items in plain language.
5. What pre-reads and handouts go with which items?
6. What should participants expect?
7. Who to contact for accommodations and language access needs?

Participating in Virtual Meetings

1. Make sure your audio and visual connection is good.

2. When speaking, position your face at an angle that allows participants to read your lips.

3. Let your face and body talk when you are not speaking.

When Speaking

1. When introducing yourself, give your pronouns, and a brief visual description.

2. Participants should state their name each time they speak.

3. Speak directly to the person benefiting from the interpreter, not the interpreter.

4. Speak at a normal pace, but pause after using names of places and people. These often have to be spelled out by ASL interpreters.

5. Pause the meeting if there are any issues with the interpreters so key information is not missed.

Language

1. Plain language

2. Gender neutral language

3. Avoid metaphors, acronyms, slangs or idioms

4. The City of Madison is committed to removing ableist metaphors such as crazy, insane, lame, suffers from/with, high or low functioning, duh, spaz, and many more from our speech.

Visual Information

1. Use a high-contrast color scheme (such as black and white).

2. Use large fonts (44 point for slide titles, 24-36 point for information).

3. Include minimal information per slide.

4. Use standard slide transitions and avoid decorative fillers.

5. Briefly describe all visuals.

6. Use numbers instead of bullet points.

7. Let participants know if your presentation includes sound before playing audio or video.

Screen Sharing

1. Zoom in so that fonts and graphics are readable.

2. Avoid high speed scrolling.

3. If you plan to screen share, you need to provide materials in advance.

   - Allows time for participants to request an alternate format, if needed.

   - Enables participants to access documents through their AT and computer settings.