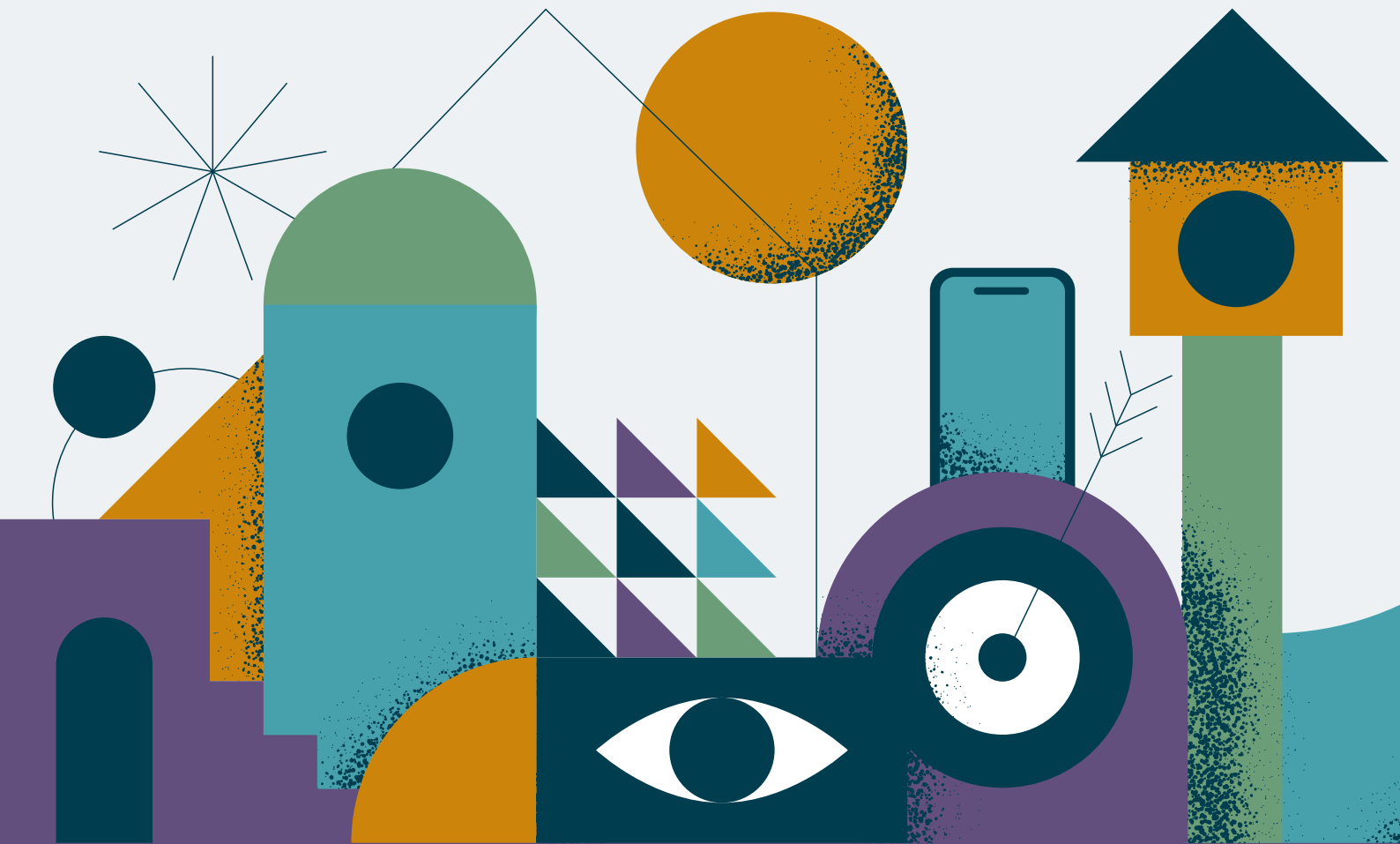


# Cheat sheet: Accessibility for remote meetings



**/thoughtworks**

Strategy. Design. Engineering.

<b>For everyone</b>	<b>3</b>
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# For everyone

**Share the meeting agenda** and any documents beforehand

**Include pauses during presentations** and check that the participants are able to follow

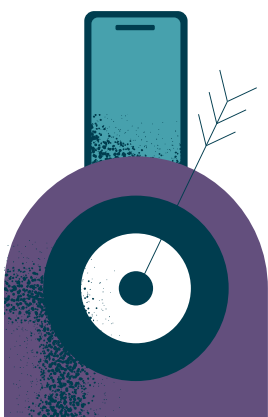
**Add breaks of at least five minutes** in meetings longer than one hour

**If there's any video in your presentation**, make sure the video has closed captions (CC) and use audio descriptions for videos

**Send an email later to the participants** with the information mentioned during the presentation

**Avoid acronyms** or use complete words the first time

**Limit use of idioms that may be culture-specific**, as participants from other backgrounds or non-native English speakers may not understand



# For visual impairments

**Describe a little about yourself and anything visual being presented** - physical aspects (such as pronouns, ethnicity, hair color and shape, whether you wear glasses or have a beard, etc.) and also briefly describe the background

**Make sure your screen/ window zoom settings is large enough** while sharing screen

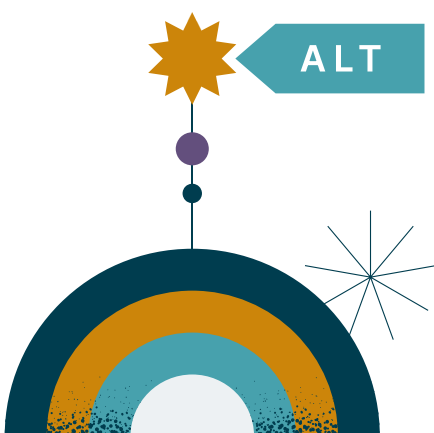
**Use meaningful alternative text** for images in all your presentations, documents and web pages

**Describe the content out loud** if you are presenting any images

**Use a text font size of 12 or higher** and left alignment for readability

**Any conversations/questions** on chat should be read out

**Share slides ahead of the call**, if possible



# For neurodiversity

**Share slides ahead of the call**, if possible

**Keep the design and content simple**, limit the amount of text on each slide

**Avoid animations** (e.g. blinking and flashing) in your presentations and backgrounds as it could cause seizures

**Avoid side chat conversations during meetings.**

Try to stick to the topics planned for the meeting, without deviating from the subject

**While sharing screen, minimise distractions** - mute notifications and avoid multiple tabs open



# For hearing impairments

## **Always turn on Closed Captions (CC)**

**Turn on your video when you speak** (for lip-reading) and have your face well lit

**Make sure only one person speaks at a time** (raise your virtual hand if you want to speak)

**Ask the audience if a sign language interpreter is needed**, before the meeting and if so, make sure to add the interpreter to the invite meeting correctly

**Spotlight the sign language interpreter** and make the sign language interpreter co-host if possible

**For recorded sessions, depending on the settings, only one person will show up on the video.** To guarantee accessibility, it's preferable to only spotlight the interpreter for those situations



**To learn more:**

**Download the  
software practitioner's  
Accessibility handbook**