12 TIPS TO KEEP IN MIND FOR CREATING INCLUSIVE AND ACCESSIBLE HYBRID MEETINGS

1. **VIRTUAL PLATFORM**
   - Choose a virtual platform that is compatible with captions and provides an opportunity to pin a sign language interpreter.

2. **LOCATION**
   - Select a meeting room that is accessible to everyone. If the meeting will be held off-site, consider touring the venue ahead of time to ensure that it meets accessibility standards.

3. **ACCESSIBLE TRANSIT**
   - In addition to providing adequate amounts of accessible parking spaces for in-person attendees, consider including clearly marked signs designated for van-accessible parking spaces.

4. **REGISTRATION**
   - Provide a contact for accessibility barriers during registration and to assist with virtual and in-person accommodations during the event.

5. **ACCOMMODATIONS**
   - During registration, include a form for people to submit accommodation requests prior to the event.

6. **EVENT INSTRUCTIONS**
   - Send detailed instructions for joining the event for both online and in-person - including an agenda, link, physical map, and necessary meeting materials prior to the event.

7. **DESCRIBE PRESENTATION CONTENT**
   - Provide audio descriptions of content - like presentation slides or videos - during the event.

8. **CHAT FUNCTIONALITY**
   - Be mindful to read the chat comments and Q&A aloud, or completely turn off the chat function to accommodate screen reader users or presenters who may not be able to closely monitor the chat.

9. **CAPTIONS & SIGN LANGUAGE INTERPRETATION**
   - Incorporate live captions and the use of a sign language interpreter(s) during the event and breakout sessions for both in-person and virtual attendees.

10. **ACCESSIBLE CAPTIONS**
    - To best include people who are deafblind, encourage the use of third-party apps to access captions in real-time during the event.

11. **LIVE TRANSCRIPT**
    - Provide a live transcript after the event along with event notes, action items and the location of where attendees can find shared materials online.

12. **FEEDBACK**
    - Accessibility and inclusion is a journey. Provide avenues for participants to offer feedback or recommendations for future meetings and events.