Virtual Event Accessibility Checklist

Text Accessibility

- Include **Accessibility Statement** on all invites:
  
  "To request accommodations or for more information, please contact [insert name, phone number, email]"

- **Suggested Fonts**: Arial, Book Antiqua, Cambria, Comic Sans MS, Courier New, Georgia, Lucida Sans/Grande, Tahoma, Times New Roman, Trebuchet MS, Verdana

- **Suggested Font Size**: 14-18 point font or larger

- **Suggested Color Contrast**: Light color font on dark background OR dark font on light background

- Add **Alternative Text** to all materials that contain images
  
  ➔ [How to add Alt Text to Word/PowerPoint/GoogleDocs/Slides etc.]

- Do you have a handout or presentation slides? **Email digital copies of handouts** and digital presentations to participants ahead of time

- Make sure all handouts are in **Optical Character Recognition (OCR) format**.
  
  ➔ [What is OCR format?]

  ➔ Pro Tip: How to check if my document is already in OCR format- Can the viewer highlight individual words on my document or is it one big image? If it is one big image (often scanned picture of a document), it is not accessible.

  ➔ [Convert your document into OCR using Google Drive]
**Media Accessibility**

- **Request for Sign Language Interpreters?** SASC can provide you referrals for interpreting agencies
  - → Pro Tip: Are you locking Zoom sessions to avoid “Zoom Bombing”?
    - Just be sure to provide access to your interpreters!
- **Ensure the platform you’re using allows for computer-based audio listening/speaking and phone-based audio listening/speaking**
- **Are you showing videos?** If so, they **MUST be accurately captioned!**
  - → **How to create captioning on your Youtube videos**
- **Will you be chatting via webcam in real time?** Consider using **Google Meet** so individuals can take advantage of the **instant auto-generated captioning** feature
- **Will you be recording a session for others to review later?** Recorded sessions on **Zoom are automatically transcribed** and can be edited to ensure accuracy
  - → **How to record Zoom Sessions**
  - → **How to review Transcriptions**
- **Enable chat feature to allow for multiple ways of participating**
- **If a Q&A session is planned, let participants know in advance**

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**Social Media Accessibility**

Adding Alternative Formatted Text and Closed Captioning on Social Media

- ✔ **Adding Alt-text on Twitter**
- ✔ **Adding Alt-text on Instagram**
- ✔ **Adding Alt-text on Facebook**
- ✔ **Adding Captions on YouTube**
- ✔ **Adding Captions on Facebook**

Reach out to **sasc@stonybrook.edu** with any accessibility questions!