

Registration and pre-event communication

- **Communicate accessibility features** of the platform in event invitations, and/or on registration page. It's our responsibility to deliver an accessible and inclusive event. People with a disability shouldn't have to disclose their disability to attend an event.
 - **How attendees can change to a high contrast theme:** in Teams click on your profile picture or initials at the very top right of the screen, select 'Settings' then 'General', then select 'High contrast' theme
 - **How attendees can turn on TTY mode:** in Teams click on your profile picture or initials at the very top right of the screen, select 'Settings' then 'Calls' to use text to communicate over the phone line (for use with a TTY device)
 - **How attendees can change the language:** in Teams click on your profile picture or initials at the very top right of the screen, select 'Settings' then 'General', then scroll down to 'Language' (requires a restart to apply language settings)
 - **Live captions: include the below text in event invitations and on registration page**

***Teams Live** - This Teams Live event uses Microsoft Automatic Speech Recognition to generate live captions. Select the three dots on your toolbar and 'turn on live captions'. We've also enabled the translation feature to help those who prefer languages other than English. Check out the other [accessibility features of Teams](#). If you require other accessibility options to participate, please contact our [events team](#).*

***Teams Meetings** - This Teams Meeting uses Microsoft Automatic Speech Recognition to generate live captions. Select the three dots on your toolbar and 'turn on live captions'. Check out the other [accessibility features of Teams](#). If you require other accessibility options to participate, please contact our [events team](#).*
- **Ask for individual requirements on the registration form.** Ask the question: 'Please indicate if you have any accessibility requirements or would benefit from any adjustments at the event'. Refer to accessibility posters for information on designing for users with visual and non-visual disabilities. Offer all accessibility information upfront and publicly to interested attendees.

Joining the event

- **Support attendees who can join by telephone only.** Make sure attendees have the option to dial in by phone.
- **Give clear, step-by-step instructions for joining.** How attendees join a videoconference varies by platform, so it's essential to provide detailed, easy-to-understand instructions.

Content

- **PowerPoint or PDF presentations:** request PPT or PDF files (with accompanying Word versions) for assistive technology features like screen readers and the Read out loud function. Share presentations prior to the event with anyone who requests the files for assistive technology purposes.
- **Accessible content:** ensure presenters have checked any content they are sharing is accessible (see 'Presenters' section below).
- **Videos:** consider access needs around sensory issues for virtual events, such as extremely loud videos just as they would for in-person events. Avoid flashing effects in presentations.
- **Sharing recordings post event:** share the transcript with the recording.

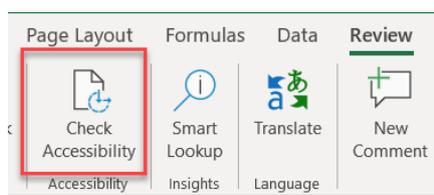
Producing

- **Producing:** have the presenter on screen as much as possible for people to lip read. Use the split screen feature in Teams Live (presenter and slides on screen at the same time) if sharing slides.

Presenters

Ensure all materials used in the session are accessible.

- **Accessible content**
 - If you're using PowerPoint remove unnecessary text and borders. Make headings 44pt and body text 32pt
 - Always use sans serif fonts
 - Ensure there is a high level of contrast between text and background
 - Be aware, PDFs are generally not accessible to a screen reader. Always provide the Word document versions alongside any PDFs provided.
 - Add a description to any images
- **Use the Microsoft 365 accessibility checker on PPT presentations:** on the ribbon, select the 'Review' tab and then 'Check Accessibility'



- **Use images/diagrams to support text and consider videos/audio** to support people with dyslexia
- **Add a verbal explanation of images, video content or tables** to support people with low vision
- **Ask people speaking to say their name** every time they speak, so captioners and attendees alike all know who is talking.

MC

Remind attendees at the beginning of the event...

- **How to switch on captions:** in Teams select the three dots on your toolbar and 'turn on live captions'
- **Turn off application notifications:** in Teams Meetings click on your profile picture or initials at the very top right of the screen, select 'Settings' then 'Notifications' and unselect play sound for notifications. This doesn't apply for Teams Live as the audience is muted.
- **Put phone on silent** for Teams Meetings
- **Mute microphone and turn camera off** when not *actively* participating so other attendees can *actively* join the conversation. This doesn't apply for Teams Live as the audience is muted and cameras are not active.

Need more information?

Refer to the following documents in the [Events Toolkit folder in SharePoint](#):

- **Online Events 101:** a checklist for online events
- **Accessibility posters** to help you design for users with low vision, users of screen readers, users on the autistic spectrum, users with dyslexia, users with physical or motor disabilities, users who are deaf or hard of hearing, and users with anxiety
- **Housekeeping slides** including accessibility features for Teams Live and Teams Meetings

Contact the University Events team at events@rmit.edu.au if you have any questions.