



## McGill Sustainable Events Certification Program

Making your virtual event accessible ensures that attendees who experience various barriers to participation can engage with your event with the same level of independence and privacy as anyone else.

Include a webform in which participants can highlight their accessibility needs privately. It is best to do this when you launch your communications about the event, during registration, or at the time of ticket sales. The text included to gather feedback may be modeled on this example:

We are committed to offering a barrier-free event that is accessible to all attendees. Please let us know of any accommodations you may require:

- Receiving presentations slides in advance
- Live captioning
- Sign language interpreter
- Other: *[Fill in the blank option]*

If you would like to communicate with us directly regarding your accessibility needs, please contact *[organiser's contact information]*.

The Equity Team has created a [Virtual Presenters' Accessibility Guide](#) with tips on making your online event more accessible. These tips are also accessible on the [Equity Team's website](#) and include:

Building in breaks to the event programming,  
Describing the visuals of a presentation, and  
Using Microsoft's built-in Accessibility Checker before sharing recordings or other event materials.

1. In your Zoom navigation panel, click "Account Management" then "Account Settings."
2. Click the "Meeting Tab."

3. Verify that "