

Virtual Training Accessibility Checklist

Before Training

- Know the platform being used and what accessibility tools are available
- During registration, ask what accommodations are needed and give a deadline for notification
- Arrange for requested accommodations
- Ensure all materials are accessible using an accessibility checker
- Distribute materials to participants before the training
- Arrange for videos to have a transcript or audio descriptions
- If using interpreters or CART (live captioning) services, meet with providers before training to review material

During Training

- Encourage visual description of facilitator/participants during introductions
- Depending on the virtual platform, use Closed/Open Captioning
- Describe pertinent images on the slides and handouts
- Use Inclusive Language (person first/identity first)
- Use Translation tools for captioning or foreign language subtitles
- Face the camera when speaking
- Encourage cameras to be on when speaking for those who read lips
- Allow cameras to be off during training for those who are neurodivergent
- Avoid GIFs, flashing animation, and busy or blurred backgrounds
- Offer frequent breaks
- Allow time for Q&A and response (be comfortable with silence)

After Training

- Save and distribute chat
- Send Transcript of the presentation
- Debrief training with presenters, captioners, interpreters, etc.
- Follow up exercises and activities need to be accessible