

## Tip Sheet: inclusive online meetings

Inclusion Advisors shared these top tips for making sure online meetings are inclusive for people with an intellectual disability.

For reading together with our Tips on Inclusive Meetings factsheet, it includes additional ideas to make your online meeting more accessible and inclusive for people with intellectual disability.



### Think about online accessibility

- Ask people what online meeting platforms they have used and which they prefer.
- Ask about online accessibility needs. These can be different to if you usually meet someone in person.
- Use a platform that is easy to join and does not need a login or registration processes.
- Be familiar with how the platform works to provide support if needed.
- Give clear instructions on how to join in the meeting at least 1 week in advance.
- Provide the details of who to contact if people have a question or if there is a problem with technical issues.
- Consider different time zones for people joining from different locations.
- Be ready at least 10 minutes before the meeting to allow people to join in and test the platform is working well.



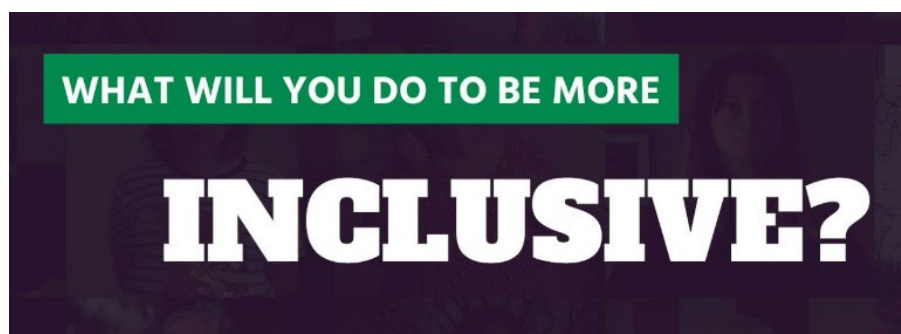
## Running online meetings

- Explain the meeting rules including how people can have a say and ask questions.
- Ask people to be on mute when they are not talking. This makes it easier for everyone to hear and reduce distractions and is a way to remind people politely without naming anyone specifically.
- Remind people to raise their hand to ask a question. They can use the icon or put their actual hand up.
- Ask people to have their cameras on. This is helpful for people who lipread, to see who is speaking and read facial expressions and body language.



*“Being able to see people gives personality to the meeting. Having cameras off you don't see people's reactions. It can be bland and boring. It can feel like you're talking to a brick wall!” - Inclusion Advisor, Victoria*

- Ask people to introduce themselves and with their camera on.
- Try to keep meetings to an hour. Include a 10-minute break for meetings over 1 hour.
- Screen sharing affects who can see each other on screen. When screen sharing is required, do this for short periods of time.



## Reflective practice

This list is not intended to be prescriptive. Think about your current online practice and where these ideas might work well for you and others.

- Think about access needs. What needs might be different for online instead of in person meetings?
- Think about the usual video meeting platform you use. If you had one minute to explain it to someone who had never used it before, what would you say?
- It can be harder to make people feel like they are together and connected in an online meeting. How will you make everyone feel included equally in your meetings?