



Accessible and Engaging Meetings Get More Results

Persons experiencing disability can face barriers that make participation during online or in-person meetings challenging. Organizing accessible meetings says, “I respect you and value your contributions,” resulting in more engaging and impactful meetings.

Create a Safe and Welcoming Space

- Develop inclusive meeting guidelines for respectful, constructive conversations.
- During meetings, pause effectively to provide space for processing and contributions.

Before the Meeting

- Provide the calendar invite, meeting purpose, agenda, and reading materials in advance. [Accessible Libraries offers a checklist for accessible documents.](#)
- Encourage participants to contact you confidentially if they require accommodations.
- Review meeting slides and videos for accessibility – [Microsoft provides guidelines.](#)

Virtual Meeting Considerations

- Use an accessible platform (Zoom/Teams). Advise participants of the accessibility features.
- Enable automatic closed captioning.
- Provide options to engage, like chat. Read comments aloud. Or remove chat to reduce distractions, particularly for screen reader users.

In-Person Meeting Considerations

- Ensure physical venues are accessible. [Accessibility Canada checklist.](#)
- Collect dietary restrictions. Label food accordingly.

Post Meeting

- Share accessible meeting minutes (if taken), materials, and a transcript.
- Invite participants to share feedback about the meeting.

Find additional resources for employers [on the CASE website.](#)