

Make sure the venue is accessible, preferably before committing to it.

Ensure that there is:

Parking:

nearby ADA designated parking.

Route and entrance:

Route from ADA parking to entrance is flat and paved.

A ramp is available where exterior steps lead to entrance.

Clear signage to an accessible entrance (if the main entrance is inaccessible) is present.

The door has a lever style handle (not a knob) and is relatively light, if the door is not automatic or held open.

Event location:

The furniture is movable, or in fixed seating areas, accessible seating options are available for participants with mobility disabilities.

Interior walkways are wide (at least 36").

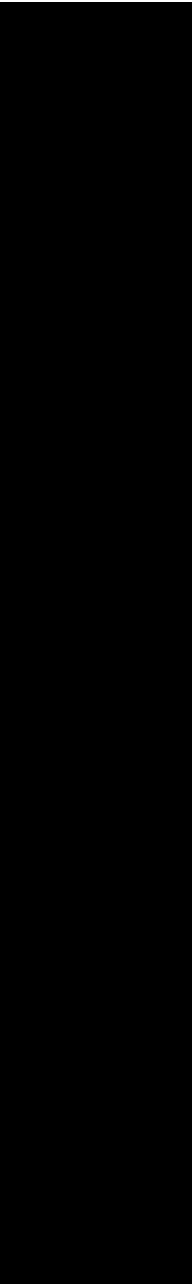
There is plenty of space to maneuver around tables.

The lighting is good.

The acoustics are good, and in rooms where audio will be amplified (microphones), assistive listening devices are available for participants who are hard of hearing.

Reserved seating near front for participants who are deaf or hard of hearing is available.

Stage and projector screen is easily visible (if in use).



__ **Descriptive hyperlinks.** Make sure the link text tells users what they're clicking on--“Register for the webinar” is clearer than “Click here.”

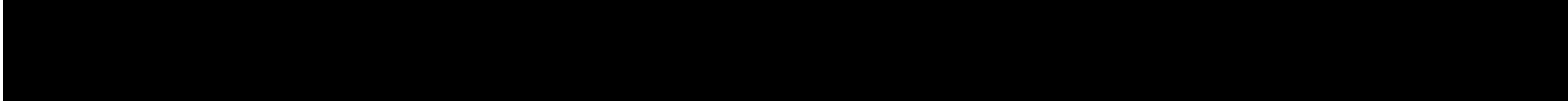
__ **Color contrast.** For people with low vision or who are color blind, effective color contrast can ensure they receive your email message. Use a color contrast tool like WebAIM Color Checker to test the contrast between text and background colors -

<https://webaim.org/resources/contrastchecker/>

(link is external)

__ **Use semantic code.** Use the built-in styling tools





Make PowerPoint and other slide presentations accessible.

Use a sans serif font (e.g., Roboto).

Use a large font size -- at least 22 point.

Make sure slides have good contrast.

Text on a slide should have nothing behind it (no watermarks or images).

Provide "alternative text" descriptions for all images, pictures, graphics, tables, etc.

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Online Events

Virtual platform accessibility features

Examples of platforms with accessibility features (please note that automated captions do not replace captioning by a live captioner and must be reviewed for accuracy):

Zoom – Accessibility and Zoom – Getting Started with Closed Captioning (third-party caption vendor required).

Note: If you choose not to use the captioning provided by Zoom you can work with another preferred captioner and use a technology platform like StreamText, which allows the captions to be provided in another window.

Tip: Attendees can “pin” the sign language interpreters so they are visible throughout the presentation.

Google Hangouts – Google Hangouts Meet Accessibility (automated captions, but ~~th~~not

Feedback

Gather anonymous feedback from participants.

Recorded sessions

If sessions are recorded, provide captions and/or transcripts.