Virtual Event Accessibility Checklist

Stony Brook University
Student Health, Wellness and Prevention Services

Text Accessibility

□ Include **Accessibility Statement** on all invites:

> *"To request accommodations or for more information,*
>
> *please contact [insert name, phone number, email]"*

□ **Suggested Fonts**: Arial, Book Antiqua, Cambria, Comic Sans MS, Courier New, Georgia, Lucida Sans/Grande, Tahoma, Times New Roman, Trebuchet MS, Verdana

□ **Suggested Font Size**: 14-18 point font or larger

□ **Suggested Color Contrast**: Light color font on dark background OR dark font on light background

□ Add **Alternative Text** to all materials that contain images

   ➔ How to add Alt Text to Word/PowerPoint/GoogleDocs/Slides etc.

□ Do you have a handout or presentation slides? **Email digital copies of handouts** and digital presentations to participants ahead of time

□ Make sure all handouts are in **Optical Character Recognition (OCR) format**.

   ➔ What is OCR format?

   ➔ Pro Tip: How to check if my document is already in OCR format- Can the viewer highlight individual words on my document or is it one big image? If it is one big image (often scanned picture of a document), it is not accessible.

   ➔ Convert your document into OCR using Google Drive

Media Accessibility

- ☐ Request for **Sign Language Interpreters**? SASC can provide you referrals for interpreting agencies
  - ➔ Pro Tip: Are you locking Zoom sessions to avoid "Zoom Bombing"? Just be sure to provide access to your interpreters!
- ☐ Ensure the platform you're using allows for **computer**-based audio listening/speaking *and* **phone**-based audio listening/speaking
- ☐ Are you showing videos? If so, they **MUST be accurately captioned!**
  - ➔ How to create captioning on your Youtube videos
- ☐ Will you be chatting via webcam in real time? Consider using **Google Meet** so individuals can take advantage of the **instant** auto-generated **captioning** feature
- ☐ Will you be recording a session for others to review later? Recorded sessions on **Zoom are automatically transcribed** and can be edited to ensure accuracy
  - ➔ How to record Zoom Sessions
  - ➔ How to review Transcriptions
- ☐ Enable chat feature to allow for **multiple ways of participating**
- ☐ If a **Q&A** session is planned, let participants know in advance

Social Media Accessibility

Adding Alternative Formatted Text and Closed Captioning on Social Media

- ✔ Adding Alt-text on Twitter
- ✔ Adding Alt-text on Instagram
- ✔ Adding Alt-text on Facebook
- ✔ Adding Captions on YouTube
- ✔ Adding Captions on Facebook

Reach out to sasc@stonybrook.edu with any accessibility questions!