

Six Tips for Making Meetings More Accessible to All

Today at Berkeley Lab of past September 7, 2017, <http://today.lbl.gov/2017/09/07/6-tips-for-making-meetings-more-accessible-to-all/>

Hosting meetings more accessible to hearing-impaired people make meetings more accessible to everyone. Lab employee Deb Andrews offers tips backed up by some personal experiences.

by Deb Andrews

Over the past few years, I have experienced accelerated hearing loss due to an autoimmune disease. My doctors do not feel that the type of hearing loss I am experiencing would be helped with hearing assistive technology, and for the most part, I am able to function fully with a few workarounds. Before my own experiences, I had no idea how difficult work situations, especially meetings and large group presentations, can be for those who have even moderate hearing loss. I am sharing a few suggestions from the [Hearing Loss Association of America](#) for hosts to consider when planning meetings and group presentations, which make perfect sense to me now that I have first-hand (ear?) experience struggling to hear.

1. Create a Safe Space for Requests

2. Use Notes/Handouts/Captions

The slides (and calendar) for this meeting are available via www-nsd.lbl.gov → NSD Staff Meetings

3. Face the Audience

4. Speak into the Mic

5. Speak Clearly

6. Minimize Ambient Noise

“Noise is my biggest challenge in meetings. If more than one person is speaking, whispering or having side conversations during a meeting, or if there is background noise like a loud fan or copier, all of the sound blends together and I can’t hear anything with clarity.”

Happy Holidays to All!