

Tips for Inclusive & Accessible Meetings (especially during the shelter in place)

NSD DEI Council
21 April 2020

Challenges and Opportunities


- Shelter in place presents challenges... but also opportunities for rethinking how we do meetings
- We will review some practical tips for accessible and inclusive remote meetings

 **Josh Newton**
@noonesswatching

WFH Side effect:

We can no longer use "Sorry we're getting kicked out of this room" as an excuse to end a meeting on time.

♥ 51 8:30 AM - Mar 17, 2020

 **Kaleb Coleman [AR/VR]**
@kalebcoleman

Every WFH meeting so far:

"I'm sorry, you go..." "no, sorry I-" "Well what I was sayi-" "I'm sorry, were you saying something?" "Go ahead, no sorry, you go..."

5 voices speak at once
suddenly no one speaks

SLOW PORTAL ZOOM INTENSIFIES DURING AWKWARD SILENCE[#COVID19](#)

♥ 41 10:57 PM - Mar 10, 2020

 **Christopher Ruz #TheRaggedBlade out now!**
@ruzkin

DO NOT APOLOGISE WHEN YOUR PETS JUMP INTO THE FRAME ON ZOOM CALLS. Was just in a conference with the CEOs of a major US org and Muffin jumped on my lap and the whole conversation stopped, IS THAT A CAT, SHOW ME THE CAT!

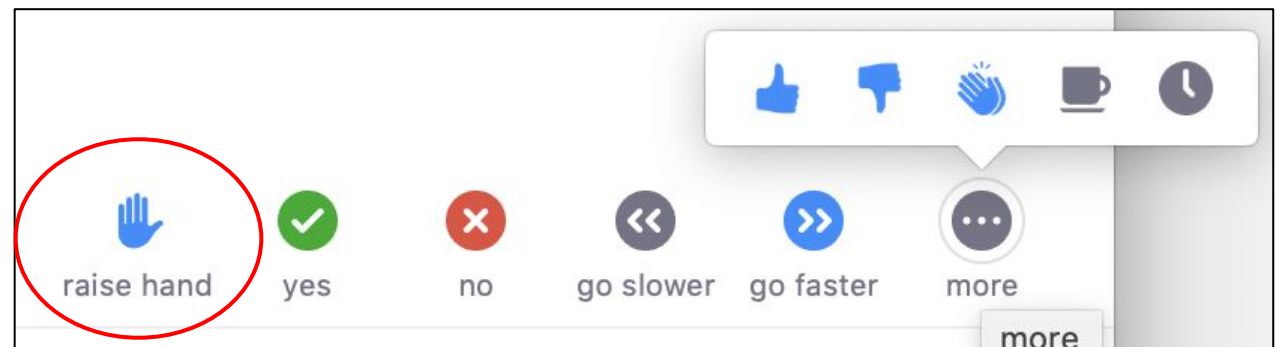
Everyone needs cats in these trying times.



♥ 226K 9:53 PM - Mar 26, 2020

Using Introductions to Foster Inclusivity

- Begin with introductions by asking each participant to share their name, their division or role, and their pronouns
- Use introductions as a way to make sure everyone knows how to use the “raise hand” feature (and other Feedback buttons).
 - Non-verbal feedback icons & what they mean
 - Ask people to raise their hand and have them introduce themselves in the order they “raised their hand”. Zoom automatically sorts ‘hand raisers’ in the order they raised their hand.
 - Also eliminates the awkwardness of multiple people trying to introduce themselves at the same time.
- Set ground rules that specify what a “raised hand” (or other signal) means
 - Gives everyone a chance to speak
 - Reduces interruptions



Assigning a Zoom Monitor



- The meeting organizer should designate another meeting participant as the "Zoom monitor"
- This designee will be attentive to the chat communications, requests for volume adjustment, status icons such as "raised hand", etc.
- Watch for people trying to talk as well as listen, there can be audio issues even if someone isn't muted
- Assign the designee "Host" privileges if you intend to use advanced Zoom features such as muting participants breakout rooms, or polls

Based on material compiled by the All-Access ERG


- Turning on video enables lip-reading
 - When using video chat, look at the camera so people who partially lip-read can see you, just like you should look at someone when you're talking to them
- Closed captions
 - For a formal talk, event, or presentation given directly via Zoom, have the host assign someone to type closed captions
 - If Google Slides^[0] or Powerpoint^[1] are part of your meeting, simply turn on the automatic closed caption option that available in presentation mode, this will auto-generate closed captions with reasonable accuracy
 - If you record Zoom meetings and use cloud record, you can enable automatic audio transcription, which may have similar level of correctness.
 - Helps people with hearing impairment, those less proficient in English, and those with poor internet connections

this is a test of the automatic captions in Google Slides it works really well but you have to speak clearly and there is no punctuation

[0] "Present slides with captions," <https://support.google.com/docs/answer/9109474?hl=en>


[1] "Present with real-time, automatic captions or subtitles in PowerPoint," <https://support.microsoft.com/en-us/office/present-with-real-time-automatic-captions-or-subtitles-in-powerpoint-68d20e49-aec3-456a-939d-34a79e8ddd5f>

- A lot more information can be found at <https://ideas-in-action.lbl.gov/topics/inclusive-meetings-events>





IDEAs in Action

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Tool Kits

- [How to Run Inclusive and Effective Meetings](#)
- [How to Run Inclusive & Effective *Virtual* Meetings](#)
- [How to Run Inclusive Events](#)
- [Suggestions for Making Meetings More Inclusive for People with Disabilities](#)
- [Inclusive Meetings Table Display](#): print, laminate and place in your meeting rooms
- [How to Manage Introvers, Extrovers, & Ambivers in Meetings](#)



Good Reads

- [Make Your Meetings a Safe Space for Honest Conversation](#) - Harvard Business Review
- [Run Meetings That Are Fair to Introvers, Women, and Remote Workers](#) - Harvard Business Review
- [How To Lead Inclusive Meetings](#) - Forbes
- [Let's Get Practical: A Checklist for Inclusive Meetings and Events](#) - The Inclusion Solution
- [A Note From Your Colleagues With Hearing Loss: Just Use a Microphone Already](#) - Chronicle of Higher Education