Accessible Meeting Checklist

A checklist of steps to take before, during, and after meetings to make them more accessible for everyone.

Before the Meeting

- ☐ Send the meeting agenda at least 24 hours in advance
- ☐ Send out any slides or reading materials at least 24 hours in advance
- ☐ Check if the meeting can just be an email or a shared document
- ☐ Add the Meeting Invite Template to your meeting invite, updating the fields to match your meeting
- ☐ Offer a virtual option for in-person meetings
- ☐ Include ways for people to give input before (or after) the meeting, not just during
- ☐ Avoid last-minute or ad hoc meetings. Give others time to prepare and process
- ☐ Where possible, organise morning meetings so people aren't waiting all day for them
- ☐ Avoid back-to-back meetings. Allow people 5–10 minutes between each one

During the Meeting

- ☐ Enable closed captions on Zoom/Teams by default
- ☐ At the start of the meeting, state 'cameras are completely optional', to reduce sensory exhaustion
- ☐ Ask speakers to introduce themselves with their name, pronouns, and a short visual description
- ☐ Ask speakers to briefly describe visual content (e.g. 'On the screen is a bar chart showing...')
- ☐ Ensure all participants are aware of the different ways they can participate in the meeting (e.g. 'Raise hands' feature, speaking out loud, messaging in the chat, etc.)
- ☐ Ensure someone is watching the chat and communicating any messages to the speakers
- ☐ Vary your communication. Use a mix of verbal, visual and written content
- ☐ Think about sensory needs. Let people move, doodle, fidget or stand
- ☐ Include breaks in meetings longer than an hour
- ☐ Keep things on track. If you overrun, acknowledge it so everyone's clear

- ☐ Be aware of sensory sensitivities. Ask whether the lighting, temperature and volume are okay
- ☐ Make it clear when each person can contribute. In large meetings, a host/facilitator should make sure everyone feels heard
- ☐ Use visual prompts to remind people what's being discussed at each stage
- ☐ Before changing the topic or moving on, make sure everyone has had a chance to add their questions or comments

After the Meeting

- ☐ Send out bulleted, written action items
- ☐ Distribute the recording, transcript, or AI meeting notes
- ☐ Get feedback. Ask people to share what worked, or didn't work, for them