Making online meetings accessible

Please remember that people with a learning disability are all different so they may have different support needs.

Before the meeting

Make sure everyone knows what the meeting will be about by sharing an **agenda**. Make all documents Easy Read if possible.

If someone in the meeting has a learning disability, you could check with them or their manager if there is anything you can do to explain things clearly for them.
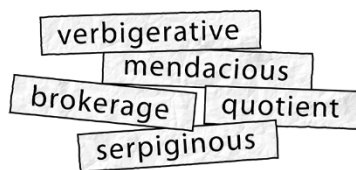

Agree how long the meeting will last and if there will be any breaks.

This advice was produced with thanks to **photosymbols**®
Produced on 01.07.2020   - Source https://www.gov.uk/coronavirus

During the meeting

Let everyone know they can interrupt and ask questions if things are not clear.

verbigerative
mendacious
brokerage quotient
serpiginous

Keep your language simple. Avoiding difficult words or phrases, or explain them if you need to use them.

Here is an example of difficult language:

PHE were asking people to remain diligent.

Instead you could say:

Public Health England were asking people to follow the rules.

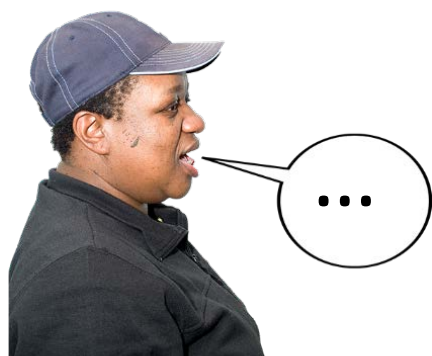If possible please switch on your camera when talking so people can see you.
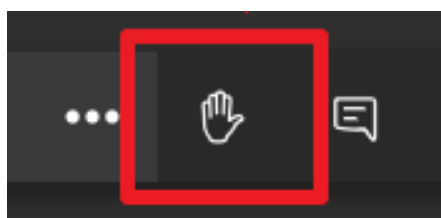
Speak slowly and clearly.

Use the right volume so people can hear what you are saying.

One person should talk at a time. Try not to talk over other people.

Leave pauses to allow people to interrupt, ask questions or use the traffic light cards from the pack below.

If you want to talk, you can use the "raise hand" button on Microsoft Teams.

I would like to speak

You could also hold up the printed 'I would like to speak' card from the pack below.
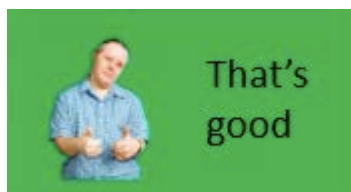
Accessible traffic light cards

These cards are to help people with and without a learning disability make virtual meetings more accessible.

They can be printed and held up when you are a video call. If you do not have access to a printer, please speak to your line manager for support.
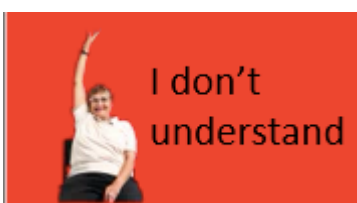
Use the blue card if you have something you'd like to share or ask.

Use the green card if someone has explained something well, or if you agree with what is being said.

Use the yellow card if someone is talking too quickly or their volume is not right.

Use the red card if someone is using words or phrases that are difficult to understand or not accessible.

I would like to speak

That's good

Speak clearly and slowly

I don't understand