



Accessibility Practices for Speaking during a Virtual Webinar

For Moderators

Before the webinar...

Bring headphones to ensure the best sound

Test your speakers and microphones to make sure they work properly

Choose a simple live or virtual background

Provide enough lighting to create contrast between you and your background

Practice speaking more slowly and clearly than your usual speaking pace

Send slides to participants ahead of time

Don't wear long earrings that can bump up against

your microphone

During the webinar...

Introduce your name each time you speak unless a question is directed to you

Describe yourself and the setting during the first introduction (What are your physical features? What are you wearing? What does your background look like?)

Speak slowly and clearly, using more pauses than you think you need

State length and format of the webinar Provide

a short minute break for every 40 minutes

Describe what is on screen if using PowerPoint or any other visual aid

Stay on mute when you're not speaking to preserve sound quality

& REMEMBER THESE PRACTICES ARE HELPFUL FOR ALL PEOPLE IN ALL MEETINGS

Resources (hyperlinked below)

[9 Ways to Make Your Webinars and Meetings More Accessible](#)
[Ensuring Virtual Events Are Accessible for All](#)
[Accessible webinars – making online work for everyone](#) [Best video](#)

[conferencing apps and software for accessibility](#) [Choosing the best custom video backgrounds for low vision audiences](#) [How to create accessible PowerPoints](#)

[Accessible Design 101](#)



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