This checklist describes steps to ensure virtual events and meetings are inclusive of and accessible to diverse participants. Challenge yourself to check off as many items as possible for each event you host. **If you use this as a guide for an event, e-mail a copy of your checked list to** **lawequity@pitt.edu** to help document ways the Pitt Law community strives toward inclusive excellence.

**Event**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sponsoring Organization**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This event used an accessible platform.**

* Zoom
* Microsoft Teams
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At the most basic level, accessible platforms are correctly labeled for screen reader users can be navigated with a keyboard only, and allow for captions. If you have questions about whether you are using an accessible platform, please contact accessibility@pitt.edu.

* **The event registration process asked attendees to list their accommodation needs.**

Effective requests for desired accommodations include the following:

* + Options for live captioning; American Sign Language (ASL) interpreters; captioned media, and accessible documents from recorded events.
	+ The name, e-mail address, and phone number of the key resource to contact for accommodations.
	+ Deadline date for submission of accommodation requests.
* **The event or meeting host was trained to set-up and implement the presentation platform’s (i.e., PowerPoint, YouTube, etc.) accessibility features**.
	+ The digital accessibility team in the University of Pittsburgh’s Office for Equity, Diversity and Inclusion (OEDI) is a resource for training to implement a presentation platform’s accessibility features. They can be reached at accessibility@pitt.edu and 412-648-4091.
* **The event promotional and marketing materials listed how accommodations would be provided. Please indicate where marketing materials were shared:**
	+ Social media
	+ Websites
	+ Printed materials (e.g., flyers, posters, etc.)
* **The event organizers intentionally created a diverse and inclusive list of presenters, speakers, subject matter experts, and panelists,** including, and not limited to, such cultural identities as race, gender, age, sexual orientation, socio-economic status (class), ability, gender identity, religion, military experience, education level, first-generation status, ideology, etc.
* **The event shared / read a Land Acknowledgement at the start of your event or meeting.**
	+ A current University of Pittsburgh System Land Acknowledgement can be downloaded [here](https://www.law.pitt.edu/about/land-acknowledgement) [https://www.law.pitt.edu/about/land-acknowledgement].
* **The event or meeting utilized three or more inclusion best practices.**

*Best practices include:*

* + *Ensuring that PowerPoint presentations, document handouts, and links to videos are shared before the event.*
	+ *Inviting attendees to raise accessibility issues and concerns during the event and instructing them on how to do so.*
	+ *Prompting presenters to restate their names to enable others to follow the conversation better.*
	+ *Prompting presenters to tailor their Zoom / Teams profiles to display their pronouns*
	+ *Encourage attendees to use gallery view when on zoom so they can simultaneously see all speakers and the ASL interpreter(s).*
	+ *For attendees who read lips, ensuring that presenters have their cameras on and that their presentation screen is well-lit.*
	+ *Advising presenters to describe their appearance for the visually-impaired.*
	+ *Using a moderator to ensure that only one person speaks at a time. This will also help the captioner(s) and the ASL interpreter(s) more accurately relay spoken communication.*
	+ *Encouraging participants to remain “on mute” when not speaking.*
	+ *Prompting presenters to describe any graphics and images used in their presentation. (note: some videos with descriptive audio can be found on YouTube or at youtube.org.*
	+ *Periodically ensuring that the event or meeting host reads aloud and summarizes items which have been shared in the chat feature for those who could not easily access the chat.*
* **The event made use of Artificial Intelligence (AI) Captioning**
	+ *Live captioning, also known as* ***C****ommunication* ***A****ccess* ***R****ealtime* ***T****ranslation (CART), is sometimes a requested accommodation. Most video conferencing platforms (i.e. Zoom) also offer the capability to provide AI-generated captions to increase accessibility for all who participate.*
	+ *Consider enabling* [*Zoom*](https://www.technology.pitt.edu/services/zoom-video-conferencing#zoomcc) *or* [*Teams*](https://support.microsoft.com/en-us/office/use-live-captions-in-a-teams-meeting-4be2d304-f675-4b57-8347-cbd000a21260) *live captioning / transcription at the event’s start and remind participants how they can turn off the captions if needed. Note: If a participant requests captions as an accommodation, complete* [*this form*](https://www.diversity.pitt.edu/disability-access/disability-resources-and-services/accommodations/asl-interpreting-and-cart) *to receive live captioning (CART) by 3rd party vendor for $75 / hour.*

**Note:** The University of Pittsburgh has moved away from image-based invites for special events and email communications because:

* Screen readers and other assistive technologies cannot read text inside an image. They must then rely on alt text to convey the text in the image.
* True text can be resized without losing quality. Images of text tend to become pixelated and lower in quality when enlarged, affecting readability.
* True text allows users to customize things like color and contrast.

More guidance here: <https://www.communications.pitt.edu/services/web-services/web-publishing-best-practices>.

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