

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 (vital for processing time)
- Send out any slides and reading materials 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
- State 'camera off is absolutely fine' at the start 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