Tell your audience what to expect
Accessibility Basics Tutorial Series

Contents

Live events

Help your audience:

1. Anticipate what they might need in order to participate.

2. Reduce or manage anxiety by increasing predictability and structure.

This is helpful for everyone. It can be particularly helpful for people with disabilities who need to bring materials or supplies, request accommodations, or otherwise plan ahead to be able to participate.

Agendas

- Share an agenda before the event to allow prep time and facilitate accommodations requests.
- If you share the agenda at the beginning of an event, take a short break afterwards to allow processing and prep time.
- If you share an agenda, stick to it as much as you can. Deviations are sometimes inevitable. But if you must deviate, it is important to acknowledge that you have done so. Otherwise, audience members who rely on the agenda may feel frustrated or wrongfooted.

Slides and handouts

Slides on a shared computer screen or a projection screen are inaccessible for some people, including:

- Blind participants.
- Participants without internet connection who call in to a videoconference.

- Participants for whom the slide contents display too small to see clearly.

- Participants who can't read quickly enough before the slide advances.

- Participants who can't split their attention between reading the slide and listening to the speaker.

Handouts may be inaccessible for similar reasons.

To ensure equal access to the content of the presentation:

1. Share the materials **before** the event. This is the only way to ensure truly equal access to the information.

2. Share the materials after the event if you absolutely cannot share them before. This is second best, because it means some people in the audience go through the event missing information that other people have access to.

Transitions

Preview will happen before any major transitions during the event, including:

- Changes in format, *e.g.* single speaker to panel, live speaker to recorded video, Zoom to Jamboard.

- Changes in sensory environment, *e.g.* lighting, sound, and temperature.

This helps people with disabilities who may need to prepare for a transition by changing the settings on an assistive device, using different adaptive tools or strategies, steeling for discomfort, or stepping away.

Documents

Ensure that your audience can easily navigate a document and tell:

1. What the document's contents are.

2. Where things are located in the document.

Some people with vision, motor, or cognitive impairments may be unable to scroll through a document and scan it visually to find this information. Everyone benefits from not needing to navigate a document way.

Tables of Contents

Use a Table of Contents for any multi-page document to make it easier to navigate.

Generate a Table of Contents automatically based on section headings:

- In Microsoft Word, go to References > Table of Contents and select one of the "automatic" options.

- In Google Docs, go to Insert > Table of Contents to automatically generate a table of contents.

- Note that this only works if you use built-in heading styles. See the "Create more navigable documents" tutorial for more information about headings.

Link text

Mask hyperlinks to other websites with text that describes where the link leads. The link text should be:

- Informative on its own, without any of the surrounding, non-hyperlinked words.

- Short.

For example, use "click here for a [baaris recipe](#)." Don't use "[click here](#) for a baaris recipe."

This is particularly important for screen reader users, who may skip directly to the links on a page before reading the page.

Video timestamps

Add timestamps to any video longer than a couple minutes.

Timestamps are like bookmarks that divide a video into sections. Here is a one-minute tutorial for how to do this on YouTube: [How to Add Chapters to Your Videos Using Timestamps](#)