Online events can be an important way to stay informed, connected, and creative! We compiled a checklist based what we learned from Artist Connect.

Here are some tips we found helpful for hosting more welcoming and accessible events on Zoom.

**Introductions**

* Give a few minutes for people to welcome each other into the space.
* Introduce yourself and your role on the call.
* Give a short visual description of yourself and what’s around you.
	+ This is important for blind, low vision, and non-visual participants.
* Let people know where you are located.
	+ Here’s a helpful resource: [Native-Land.ca](https://native-land.ca/)
* Encourage guest presenters to give an introduction and visual descriptions.

**Zoom Tech & Access Considerations**

* Can videos be on or off? Describe where to find the camera button.
* Will you be recording?
	+ Give them time to turn off their video if they prefer.
* Will mics be on or off? Let people know how to unmute.
* Can people use the chat to share reactions and questions?
* Let people know if there a tech support number or person.
	+ Share this info out loud and in the chat.
	+ Sometimes breakout rooms can be useful for 1-1 support.
* Do you have live captioning?
	+ Make sure to book CART / live captioning services. Zoom auto captioning doesn’t reliably capture the different voices and ways that people speak.
* Do you have sign language interpretation?
	+ Make sure to spotlight the interpreter with presenters.

**Facilitation**

* Let people know the plan for the zoom call and what participation looks like for the session.
	+ Can people sit back and observe?
	+ Should people be prepared to share anything during the call?
	+ Can people share reactions, comments, and questions?
	+ Will they be asked to answer questions or participate in activities?
* Remind presenters to describe any visual content.
* Make time for a movement/stretch break.
	+ Or invite people to move around and take breaks as they need.
* Have people in the call who can support the chat as place to interact.
* Encourage people to share their thoughts and connect.
* Make time for someone to read out comments, questions, and reactions that are shared in the chat.
* Add important information from the session into the chat.
* Moderate questions and comments
	+ Let people know you’re keeping track of who would like to share.
	+ To help include a diversity of questions and perspectives, try reminding people of the time and thanking them for their contribution as you move to the next person.

**Breakout sessions**

* Practice! Do a test run of breakout rooms to get familiar with it.
* Make sure you have someone who can set up the breakout rooms during the session.
* Make sure you pair up participants who require interpretation or captions to be in the same room.
* Describe how the breakout rooms work and ask participants if they are ready to enter.
* Only use a timed session if necessary! Countdowns can be stressful!