Accessibility tips for online meeting hosts

Test the platform

Can everyone participate? If not, address these barriers.

Give clear instructions

Help participants find meeting materials by saying the document name, slide or page number.

Introduce yourself

State your name and encourage others to say theirs every time they speak.

Mute participants, stop idle videos

This allows people with weaker internet connection to take part in the meeting.

Check in with participants

Make sure participants are speaking at a good pace and that everyone can follow along.

**More tips in our best practices for accessibility when working from home:
accessible.canada.ca/resources/best-practices-accessibility-working-home**