

Student Activities and Greek Affairs

Virtual Event Guide

Accessibility





Student Activities and Greek Affairs

A Peek Inside

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Accessibility

Event Focused

Content Goals

Learn how to maintain accessibility in a virtual capability. This area will share more tips and tricks on how to make your organization more inclusive



Accessibility Checklist

Pre-Event

- **Fonts**
Ensure that fonts are easy to read and text is large and has good color contrast.
- **Language**
Be mindful of jargon, slang, and assumed knowledge to be inclusive of all attendees. Also, avoid ableist language
- **Alternative Text**
If you use images, include alternative text and image descriptions.
- **Flashing or Strobe Animations**
Do not use flashing or strobing animations. If you absolutely must include something that has flashing or strobing, then you must ensure you put a very clear warning in place before showing the material.
- **Pre-Record Videos and Captions**
If you're sharing pre-recorded video, be sure to describe what's happening in the video and add captions
- **Camel Case or Camel Backing Hashtags**
To make your hashtags more accessible, capitalize the first letter of each word. Ie #OrgFair #CommuterStudentLife



Clear Audio

Make sure your audio is clear; poor audio quality can make it hard for people to access the event and/or use apps that can help reduce background noise on calls, such as Krisp.

Mute

Mute all attendees but those speaking to keep background noise to a minimum so that attendees can easily hear.

Name

Ask people speaking to say their name every time they speak, so captioners and attendees alike all know who is talking.

Describe Live Scenarios

Describe live scenarios. For example, if you are presenting a live video tutorial of applying makeup, you could describe the process: “I am now applying a dark purple lipstick to my upper lip.”

Breaks

Build processing time/breaks into your event. Also, leave Leave ample time for questions at the end of the event.

Chat Feature

Offer the option for anyone using chat boxes to have their messages read aloud to everyone during the event.

Accessibility Checklist During the Event



Accessibility Checklist After the Event



Share Materials

Presentations are communication tools that can be used as demonstrations, lectures, speeches, reports, and more.



Provide Feedback

Presentations are communication tools that can be used as demonstrations, lectures, speeches, reports, and more.



Recap the Event

Presentations are communication tools that can be used as demonstrations, lectures, speeches, reports, and more.



Sources and Quick Links

Section One

Accessibility and inclusion

<https://www.arts.gov/accessibility/accessibility-resources/resources-to-help-ensure-accessibility-for-your-virtual-events-for-people-with-disabilities>

<https://rootedinrights.org/how-to-make-your-virtual-meetings-and-events-accessible-to-the-disability-community/>

<https://support.zoom.us/hc/en-us/articles/360021921032-In-Meeting-Controls>

<https://support.microsoft.com/en-gb/teams?ui=en-us&rs=en-gb&ad=gb>
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SAGA and Campus Activities Network Resources

<https://www.luc.edu/saga/studentorgs/infoforcurrentmembers/can/virtualengagementresourcelibrary/>

<https://engagesupport.campuslabs.com/hc/en-us>

<https://medium.com/@pollicy/heres-a-guide-to-organising-successful-virtual-events-7ac6b2a6b386>

<https://www.luc.edu/its/>

<https://en.wikipedia.org/wiki/Zoombombing>

<https://www.luc.edu/csaa/>

<https://www.brandwatch.com/blog/event-marketing-how-to-promote-an-event/>
