# Multimedia Accessibility Checklist: Webinars (live) & Live Streams

Information on how to implement the techniques in this checklist is available in the [Multimedia Accessibility](file://Datax104p/pdata/EIR%20Accessibility%20Public/Resources/Multimedia%20Accessibility.docx) document. This checklist is a quick reference for multimedia creators who are familiar with the more detailed information in that document.

The actions below are required to make a webinar or live video stream accessible. The table shows some groups that will benefit, but making multimedia accessible in one way often makes it more accessible and usable to many people beyond the primary group.

See the abbreviations legend below the checklist.

|  | **Action Required to Ensure Accessibility** | **HI** | **VI** | **CI** | **MI** | **IC** | **NN** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **☐** | Offer participants a method to request accommodation | X | X | X | X | X | X |
| **☐** | Provide a tutorial on how to use the webinar tool, including any information specific to screen reader users |  | X | X | X |  |  |
| **☐** | Use CART (computer-assisted real-time translation) services or ASL (American Sign Language) services if requested | X |  |  |  |  |  |
| **☐** | Provide an accessible version of presentation materials (PowerPoint, handouts, etc.) if requested. |  | X | X |  |  |  |
| **☐** | Presenter/moderator: Be familiar with all functions of the webinar tool including keyboard shortcuts | X | X | X | X | X | X |
| **☐** | Presenter/moderator: repeat questions aloud before responding | X |  | X |  |  | X |
| **☐** | Presenter/moderator: describe the PowerPoint and any other visual elements in the presentation |  | X | X |  |  |  |
| **☐** | Presenter/moderator: read questions aloud before answering any questions asked in a chat pane  |  | X |  |  | X |  |
| **☐** | Use a webinar tool that is accessible |  | X |  | X |  |  |
| **☐** | If the recorded video will be archived for replay, proofread and edit the CART caption stream | X |  |  |  |  | X |
| **☐** | Make sure audio quality is clear and easily understood | X |  | X |  |  |  |
| **☐** | When possible, make sure the video feed of a presenter or other speaker is close enough to see his or her lips move | X |  |  |  |  | X |

### Abbreviation Legend

* HI – Hearing impairment (includes people who are deaf or hard of hearing)
* VI – Visually impairment (includes people who are blind or have low vision)
* CI – Cognitive impairment (includes people with dyslexia and other cognitive issues)
* MI – Mobility impairment (includes keyboard-only users)
* IC – People with poor internet connections or on a mobile device
* NN - Non-native language speakers