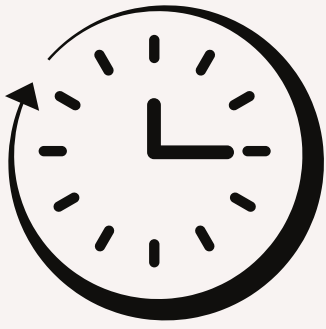# SMRTS WEBINAR ACCESSIBILITY TIPS

1 **45-60 MIN WEBINARS**

Be mindful of your audience when webinar planning. Maximize your attendee engagement and learning by keeping it brief and including time for Q&A.

2 **RECORD & ARCHIVE**

Not all attendees may be able to attend a live session. If speakers permit, record webinars and make them accessible on your website.

3 **VISUAL APPEAL**

Make the most of slides and captioning to ensure your message is understood. Instead of a few content-packed slides, lean towards having more slides with each focused on a major point. Conclude with a summary slide of your key messages to reinforce learning.

4 **LIVE TRANSCRIPT**

Enable subtitles for speakers during live events and recordings. Provide a written transcript along with the video recording. Offer transcripts and live interpreters in French, ASL or other appropriate languages.
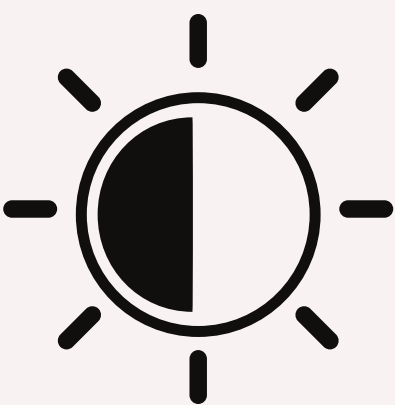
5 **COLOUR & CONTRAST**

Wear solid colours that contrast against a solid background. Add a simple background filter to cut down on distractions. Also consider the use of white space and colour contrast to increase readability in presentation slides. Try to avoid green and red text.

6 **SOUND QUALITY**

Use an external microphone, such as a headset, to eliminate background noise and feedback. Remember to articulate and speak slowly. This provides a more accurate transcription, and a more enjoyable webinar experience for all.