This checklist describes multiple steps you can take to ensure that our virtual events and meetings are inclusive of and accessible to a broad array of diverse participants. Challenge yourself to check-off as many of these items as possible for each event you host. **If you use this as a guide for an event, e-mail a copy of your checked list to** [**lawequity@pitt.edu**](mailto:lawequity@pitt.edu). Your list helps us document all the ways that the Pitt Law community is striving toward inclusive excellence!

**Event**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sponsoring Organization**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This event used an accessible platform.**

* Zoom
* Microsoft Teams
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*At the most basic level, accessible platforms are properly labeled for screen reader usage and can be navigated with a keyboard only and allow for captions. If you have questions about whether you are using an accessible platform, please contact* [*accessibility@pitt.edu*](mailto:accessibility@pitt.edu)*.*

* **The event registration process asked attendees to list their accommodation needs.**

*Effective requests for desired accommodations should include:*

* + *Options for live captioning; American Sign Language (ASL) interpreters; captioned media, and accessible documents from recorded events.*
  + *The name, e-mail address, and phone number of the key resource to contact for accommodations.*
  + *A deadline date for submission of accommodation requests.*
* **The event or meeting host was trained on how to set-up and implement the presentation platform’s (i.e., PowerPoint, YouTube, etc.) accessibility features**.
  + The digital accessibility team in the University of Pittsburgh’s Office for Equity, Diversity and Inclusion (OEDI) is a resource for training to implement a presentation platform’s accessibility features. They can be reached at [accessibility@pitt.edu](mailto:accessibility@pitt.edu) and at 412-648-4091.
* **The event promotional and marketing materials listed how accommodations would be provided. Please indicate where marketing materials were shared:**
  + Social media
  + Websites
  + Printed materials (e.g., flyers, posters, etc.)
* **The event organizers intentionally created a diverse and inclusive list of presenters, speakers, subject matter experts and panelists** including, and not limited to, such cultural identities as race, gender, age, sexual orientation, socio-economic status (class), ability, gender identity, religion, military experience, education level, first-generation status, ideology, etc.
* **A Land Acknowledgement was shared or read at the start of the event or meeting.**
  + As reference, a current University of Pittsburgh System Land Acknowledgement can be downloaded at [https://www.law.pitt.edu/about/land-acknowledgement].
* **The event or meeting utilized three or more inclusion best practices.**

*Best practices include:*

* + *Ensuring that PowerPoint presentations, document handouts, and links to videos are shared prior to the event.*
  + *Inviting attendees to raise accessibility issues and concerns during the event and instructing them on how to do so.*
  + *Prompting presenters to restate their name when speaking in order to enable others to better follow the conversation.*
  + *Prompting presenters to tailor their Zoom/Teams profiles to display their pronouns*
  + *Encouraging attendees to use gallery view, when on zoom, so they can see all speakers and the ASL interpreter(s) at the same time.*
  + *For attendees who read lips, ensuring that presenters have their cameras on and that their presentation screen is well-lit.*
  + *Advising presenters to describe their appearance for the visually-impaired.*
  + *Using a moderator to ensure that only one person speaks at a time. This will also help the captioner(s) and the ASL interpreter(s) more accurately relay spoken communication.*
  + *Encouraging participants to remain “on mute” when not speaking.*
  + *Prompting presenters to describe any graphics and images used in their presentation. (note: some videos with descriptive audio can be found on YouTube or at youtube.org.*
  + *Periodically ensuring that the event or meeting host reads aloud and summarizes items which have been shared in the chat feature for those who could not easily access the chat.*
* **The event made use of Artificial Intelligence (AI) Captioning**
  + *Live captioning, also known as* ***C****ommunication* ***A****ccess* ***R****ealtime* ***T****ranslation (CART) is sometimes a requested accommodation and most video conferencing platforms (i.e. Zoom) also offer the capability to provide AI-generated captions to increase accessibility for all who participate.*
  + *Consider enabling* [*Zoom*](https://www.technology.pitt.edu/services/zoom-video-conferencing#zoomcc) *or* [*Teams*](https://support.microsoft.com/en-us/office/use-live-captions-in-a-teams-meeting-4be2d304-f675-4b57-8347-cbd000a21260) *live captioning / transcription at the start of the event, and remind participants how they can turn off the captions if needed. Note: If a participant requests captions as an accommodation, complete* [*this form*](https://www.diversity.pitt.edu/disability-access/disability-resources-and-services/accommodations/asl-interpreting-and-cart) *to receive live captioning (CART) by 3rd party vendor at a cost of $75 / hour.*

*(11/22/2022)*