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**Hebden Bridge Disability Access Forum**

**Guidelines for inclusive zoom and hybrid meetings**

1. Everyone should mute (if they are able to) to reduce background noise in the meeting, which can make it difficult for people to hear, especially for those with hearing impairments
2. People should raise their hand to speak, one at a time. This can be a physical hand to be seen on screen or in the room, or if using Zoom this can be a virtual raise hand, which can be found in the Zoom reactions. A second person should help the chair of the meeting to notice when people have their hands raised.
3. Everyone should say their name before each time they speak, unless agreed otherwise early in the meeting. This will help visually impaired people to know who's speaking, and those with cognitive or memory impairments. It will also help to identify the speaker in a group on a single screen from the meeting room, for hybrid meetings.
4. People in the room should have large name cards. People on Zoom should have their names on the screen.
5. The Zoom chat should be disabled during the meeting. It can be distracting for people with visual or cognitive impairments. People using speech recognition software will have the chat message read out to them, which means they can miss what a speaker is saying. Also the chat speech box has a small font which is difficult to read. If the chat is needed during the meeting people can ask for it to be turned on, then everyone can stop speaking whilst it is used.
6. Closed captions, which type a transcript on the screen whilst people are talking, should be made available during Zoom meetings. Click the Closed Caption icon at the bottom of the Zoom screen, which will send a request to the Zoom host to enable captions for you.
7. Meetings longer than one hour should have a 5 minute comfort break in the middle, or longer if requested. This is necessary for most people, including those with difficulty concentrating on screens due to visual or cognitive impairments.
8. Physical meetings, or hybrid meetings where people join the physical meeting on zoom, should be held in a suitable room for step-free access, with good light, sound, space, ventilation, accessible seating and an induction loop.
9. All people attending a meeting should be asked in advance, where possible, if they have any other access requirements.

Hebden Bridge Disability Access Forum, HBDAF, is a working group of Hebden Royd Town Council.

Contact us on sechbdisabilityaccess@gmail.com