****

**Hebden Bridge Disability Access Forum**

**Guidelines Summary for inclusive zoom and hybrid meetings**

1. Everyone should mute (if they are able to) to reduce background noise in the meeting.
2. People should raise their hand to speak, one at a time.
3. Everyone should say their name before each time they speak, unless agreed otherwise early in the meeting.
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. 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.
7. Meetings longer than one hour should have a 5 minute comfort break in the middle, or longer if requested.
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