

## Making Zoom Accessible

# 2. Preparing for Your Zoom Meeting

deafscotland is the user led, membership organisation for the deaf sector in Scotland. For more information, visit the deafscotland website by clicking [here](#).

Here are several steps to consider when preparing for your Zoom meeting.

### 1. Setting Up

When working remotely, choose a comfortable and suitable space to carry out your Zoom meeting. Make sure your chosen place is quiet, well-lit and where you will not be interrupted. Where possible, try and avoid sitting in front of a window or light source. This can create shadows on your facing making it harder for people to read your lips or facial expressions.

### 2. Comfort and Posture

Change the space to suit your individual needs. If using a PC or laptop, check the position of your desk/keyboard in relation to where you are seated to reduce the risk of any neck, back or wrist pain. If using a tablet or phone, check what will be a suitable set up for longer periods of comfortable, safe use. For more information, go to the HSE website, Display screen equipment (DSE) workstation checklist - <https://www.hse.gov.uk/pubns/ck1.pdf>

### 3. Check Equipment

Check your broadband internet connection is working and you can access Zoom on the equipment you will be using. Make sure your device has a camera, a microphone and speaker, and test and adjust volume before the meeting.

### 4. Note any Communication and Language Support Requirements in advance

Remember to think “communication for all”. It would be good practice for meeting hosts to ask people well before the meeting if they have any communication and language support needs. This allows time for communication and language support to be booked if needed. The use of Sign Language Interpreters, Electronic Note-takers and assistive technology are valuable additions to the meeting.

## 5. Circulate Meeting Materials

If you are the meeting 'Host', send out the meeting agenda and any relevant information in accessible format to all participants or language support professionals before the meeting. This means that participants know what to expect, to think of questions and so that they know when the comfort breaks are.

## 6. Contributing to the Meeting

When preparing for the meeting, remember that information needs to be clear, language used needs to be understandable and do not use jargon. Ask speakers to keep their presentations short. This is helpful in any meeting but especially so in online meetings where it can be even harder to concentrate.

### **We welcome your feedback**

The COVID-19 pandemic has resulted in increased remote online working. As technology develops, our Factsheets will be updated to ensure accessible and secure use of Zoom.

To make sure that this factsheet is always up-to-date, we invite you to share your experiences both positive and negative. Please contact us at [admin@deafscotland.org](mailto:admin@deafscotland.org) with your experiences