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Top 10 Tips for Inclusive Virtual Events



Think about your speaker and audience experience from the start

– how do you make it engaging?



Consider the time and duration of your event

(school hours; not too late in the evening; include comfort breaks into your programme).



Choose an accessible platform to deliver your event – check you can integrate accessible solutions.



Make sure your communications in the lead up to your event are accessible

(adding alt text to images; colour contrast).



Make sure you have a diverse speaker faculty – reach out to your network for suggestions.



Include speaker rehearsals in your plan – it gives speakers

the opportunity to meet one another and to identify any accessibility requirements ahead of the live event.



Ask attendees about their accessibility requirements during the registration process – and book captions and interpreters early.



When speakers are introducing themselves, ask them to **provide a audio description of what they look like.**



Include a tech test with your accessibility suppliers

ahead of the conference and brief them on the content.



Share a code of conduct for your event – set out your objectives for an inclusive event.

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