Meeting at a distance: Accommodations for people with disabilities

Need	Accommodations
A. The meeting participant is an individual who is **blind or visually impaired and uses a screen reader** to view content on a computer screen.	If your meeting is utilizing videoconferencing hardware (e.g., PolyCom, Tandberg, etc.), all **controls should be accessible** to the participant or an aide provided to ensure full participation. If your meeting requires participants to use computers, **all applications, software and associated hardware must be accessible** with standard screen reader software. If content is provided via a web browser, the **content must meet all accessibility standards** (Section 508). **Administration** and **login in protocols must be accessible** to screen reader technology. If graphic representations of data are used in the form of charts, graphs, and complex formulae, the **content must be rendered in an accessible format and distributed before the meeting** with sufficient time for the participant to access the content or detailed visual descriptions provided. If the meeting involves the viewing of video content, appropriate **visual descriptions** need to be provided.
B. The meeting participant is an individual who is **visual impaired and requires magnification** to view visual content or other accommodation	If your meeting requires participants to use computers, **all applications, software and associated hardware must be accessible** with screen magnification hardware and software. The content must be provided in a way that **allows the participant to change the textual content** to a format that allows them to read it (e.g., changing fonts, font spacing, font color, background colors, etc.) If content is provided via a web browser, the **content must meet all accessibility standards** (Section 508). **Administration** and **login in protocols must be accessible** to screen magnification technologies.

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	If graphic representations of data are used in the form of charts, graphs, and complex formulae, the **content must be rendered in an accessible format and distributed before the meeting** or detailed visual descriptions provided. If the meeting involves the viewing of video content, appropriate visual descriptions need to be provided.
C. The meeting participant is an individual who is **deaf and their primary language is American Sign Language (ASL)**	**A certified ASL interpreter must be made available** to translate content of any audio presentation (speakers, multimedia content, etc.) and other participants as necessary. If the user is fluent with written language, the audio content of the meeting may be remotely transcribed by a qualified CART (Communication Access Real-Time Translation) transcriptionist and provided in real-time via text-screen (computer or video monitor). The CART transcriptionist must be able to clearly hear all audio content including comments by other participants as necessary.
D. The meeting participant is an individual who is **hard of hearing and hearing amplification technology**.	A separate "FM system" should be made available. A Frequency Modulated (FM) System is a wireless, portable battery-operated device that uses FM radio frequencies to transmit sound via a portable receiver, or directly to certain hearing aids. If the user is fluent with written language, see C. above
E. The meeting participant is an individual with a **physical disability that affects mobility and movement.**	All **meeting space**, including access to technology, **must be fully accessible** to persons using wheel chairs or other assistive technologies. If a computer is used as part of the meeting, **all applications need to be accessible** with non-standard pointing device (e.g., head wands, switches, etc.) and/or keyboard only commands.