

ACCESSIBLE VIRTUAL MEETINGS

TIPS FOR WORKING WITH ASL INTERPRETERS

MEETING ROLES

GENERAL TIPS

- Have well-defined roles in running the meeting.
- Turn taking management is *critical*.
- Turn off background applications for better video and audio signal.
- Participants should make expressive language choice known to interpreters.
- Default to video off except for host, facilitator, interpreters, and people who have the floor.

Host: the host is responsible for going through the agenda and keeping the meeting on track. However, even the host must defer to the person managing turn-taking to participate in conversation. Other duties:

- Arrange for sign language interpreter support and provide interpreters with prep materials.
- Enable captioning or provide CART services if requested.

Facilitator: The facilitator is responsible for determining who is asking for the floor, monitoring the chat box for comments to bring to the attention of the meeting, assigning turns in an equitable manner and enforcing the video-off policy. This person could also coordinate interpreter switches if you are working with a team. This person could use a script such as, “It is now time for us to switch interpreters. Please unpin (Interpreter 1) and pin (Interpreter 2).”

Note Taker: Record meeting notes. It is recommended that this person is separate from the host.

BY THE NUMBERS

Groups of 4 or Less: Typically does not require formal meeting management.

Groups of 5-7: A facilitator should be assigned to manage turn-taking.

Groups of 8 or More:

- Communication rules should be reviewed at the beginning of the meeting.
- Participants utilizing interpreters should be instructed to set the interpreter’s image to remain on the screen utilizing platform tools.



Setting the Stage for Success:



Include in Your Meeting Invitation:

- Accommodations that will be provided for the meeting: i.e. ASL Interpretation, CART, Captioning.
- Links to platform tutorials, **especially** tutorials that address using interpreters or CART for online meetings/instruction. Instruct participants to view before joining the meeting.

COMMUNICATION GROUND RULES

- Review ground rules with participants at the beginning of the meeting.
- About 10 minutes into the meeting have a communication check to ensure that communication for everyone is accessible.
- The facilitator should remind participants of the rules during the meeting if they are not being adhered to.

Sample Communication Ground Rules For Participants

- Consider keeping your audio/video off when you don't have the floor in meetings with five or more participants.
- Use the raise hand or chat feature to indicate a desire to participate in discussion.
- Wait for acknowledgement from the facilitator and announce name before commenting.
- State your name and wave your hand before commenting to allow participants time to find you.

As a host you can maximize effectiveness of the interpreters by setting the meeting to display only video participants. This will remove the boxes that say participants names when they have their camera off. You should also be prepared to assist participants in pinning the interpreter's square to their screen.

Resources:

- *Accessibility Tips for a Better Zoom/Virtual Meeting Experience*, Deaf/Hard of Hearing Technology Rehabilitation Engineering Research Center; <https://www.deafhhtech.org/erc/accessible-virtual-meeting-tips/>
- *Five Tips For Conducting a Virtual Meeting*, Inc Studio, Faith Thomas; <https://www.inc.com/guides/2010/12/5-tips-for-conducting-a-virtual-meeting.html>
- *Video Interpreting; Minimum Requirements and Best Practices for Business Meetings and Education*, Sara Brown; https://docs.google.com/document/d/1SZww20x9mKw4MxFt5qNH_4-UAPbvLiSyqtlhoipY4A4/edit

