ACCESSIBLE AND INCLUSIVE INTERGOVERNMENTAL MEETINGS

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ICT AND WEB ACCESSIBILITY

Visual - may use text to speech screen reader and **Assistive Technologies** need all information to be interoperable and keyboard accessibility

Hearing - may use captions – need all information

Cognitive - may use extensions – need clear content and predicable simple design patterns

Motor- may use large keyboard or switch device - need keyboard accessibility and operating system gestures

Changing disability - temporary disability, tremors, "chemo brain", injury, anxiety and depression, infection, cataracts, aging, situation such as noisy environment

HOW THEY WORK TOGETHER

CONFORM TO **WEB CONTENT ACCESSIBILITY GUIDELINES (WCAG)** 2.1 CONFORMANCE LEVEL A AND AA (LOOK AT AAA).

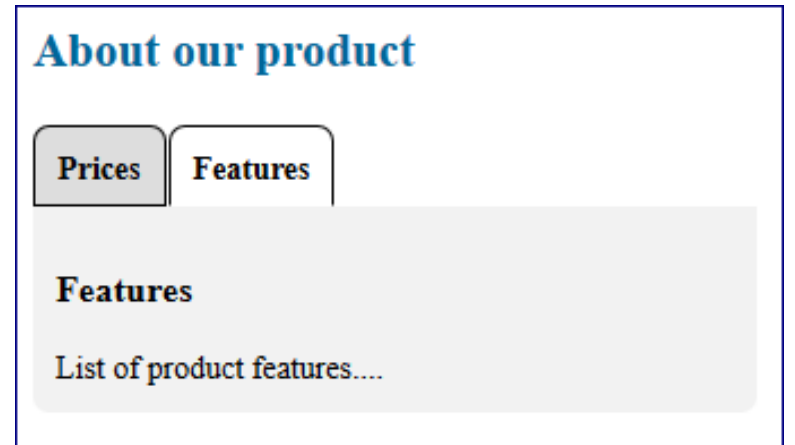LOOK AT **MAKING CONTENT USABLE FOR PEOPLE WITH COGNITIVE AND LEARNING DISABILITIES**

WCAG BASIC (INCOMPLETE) STEPS

Software (with the right setup)

- **Roles** - Headings use heading tags

- **Relationships** - Labels, sections

- **States** and properties - Initial states and changes

- **Keyboard accessible and focus** - Device independent and managed focus

You (with software support)

- **Content and name** - **Images** have alternative text and **captions** and **audio** descriptions

- **Design** - Suffient contrast, zoom, orientation, understandable, user in control - can start and stop audio etc.

About our product

| Prices | Features |

Features

List of product features....

Tab test:

- Tab through the content from start to finish.

- Ensure the keyboard focus in **visible** at each point.

- You should be able to reach **each** control

- You should be able to use **each** control from the keyboard or gestures, focus returns when done

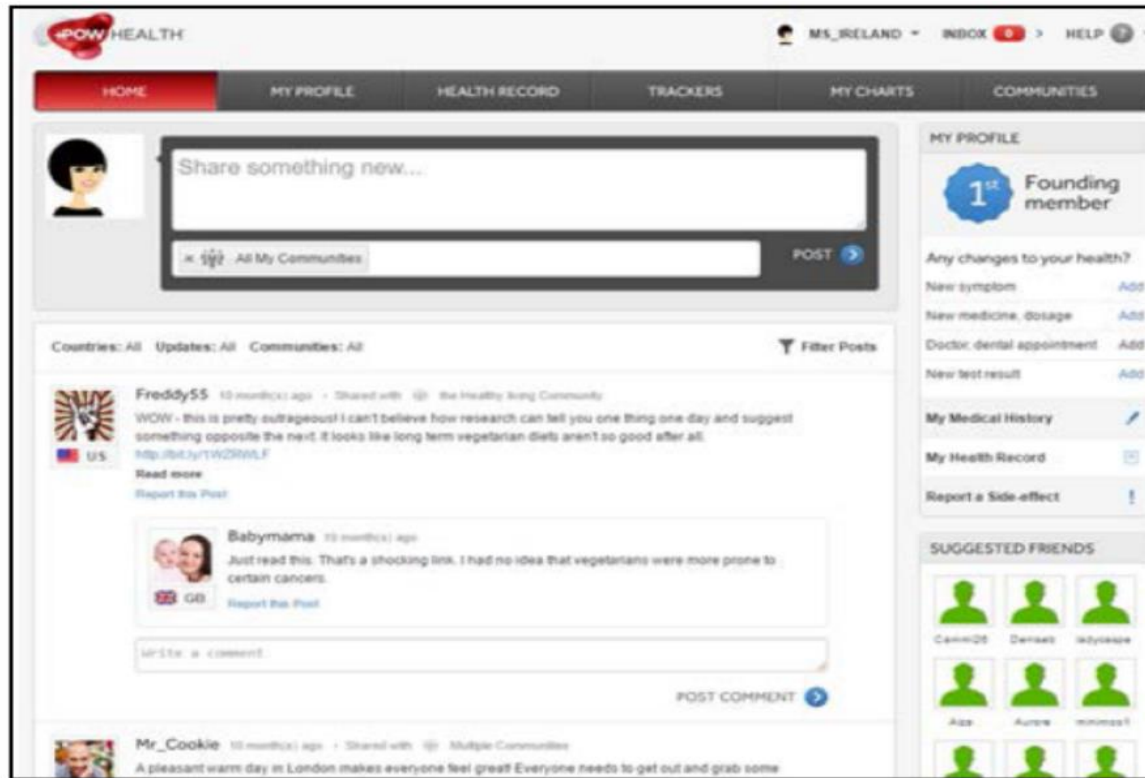- Ensure there is no keyboard **trap** in any control.

IS IT UNDERSTANDABLE?

- **Use clear and understandable content**
- **Help users understand the design** - what things are and how to use it
- Help the user focus and restore context if attention is lost
- Minimize cognitive barriers to get to the content (logins and menus)
- Prevent the user from making mistakes and make it easy to correct mistakes
- Provide help such as visual aids
- Provide support and feedback
- Help the user find what they need
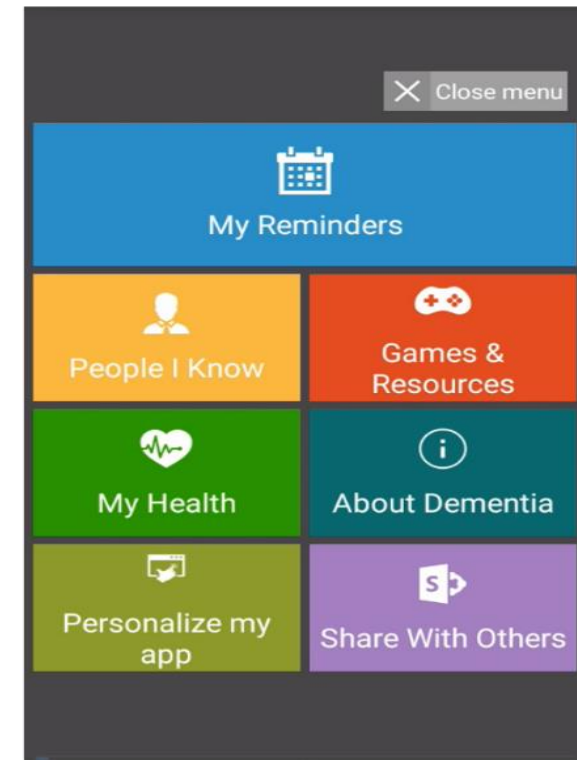- Support personalization, API's and extensions

PROJECTS - SMART4MD

PowHealth original platform

SMART4MD platform

SMART4MD - http://www.smart4md.eu/ European Commission - Horizon 2020 Grant Agreement #643399

TEST

- Test with the keyboard
- Test with your friend (especially some with LD or older ones!)
- Test with a screen reader (NVDA)

MEETINGS - AHEAD OF TIME

- Does the meeting software support **conformance** to WCAG AA - Check **the critical paths** of the software. Are they keyboard accessible, WCAG conformant and simple to use? Give alternatives for any non-conformant features.

- The **meeting invitation**, meeting link, agenda etc are accessible and understandable
  - highlight essential information and use a short descriptive subject line
  - automatic calendar entry (on request)
  - ask for accessibility accommodations

- Audio **and** visual information need text alternatives
  - setting up the meeting graphics and structure, add alt text and tagged headings
  - caption tracks (for the hearing impaired) **and** audio description track (with visual information for the vision impaired)
  - demos graphics or slides should be conformant and well structured with visual aids

- Any downloads, supporting **documentation** and transcript are accessible, well structured and understandable.

- Links need to be accessible

- Provide simple definitions or explanations for **terminology** or jargon
  - for translators or Sign, and
  - provide in the meeting for all users

- Ensure the team know how to use the meeting software (including interpreters)

Key Note Speaker speech to the assembly

MEETINGS - DURING THE MEETING

- Describe and explain visual information
  - Say the names people speaking (part of the visual information)
- Have team member check live transcriptions, **add extra auditory information** and correct errors
- If the platform has limited accessibility on some features, tell them about accessible alternatives (such as email)
- Tell people about alternative feedback channels
- Help make sure people with disabilities or mental health issues are comfortable and heard

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PROJECTS - EASYREADER

Article   Edit   Discuss

How to Make a Good Cup of Tea

ⓘ Author Info | Video Team Tested

In this Article: ■ Article Summary ■ Setting Up ■ Steeping ■ Serving ❓ Community Q&A ■ References

Good tea is not just something hot to drink. It's a beverage that's steeped in romance and ritual, and a history filled with everything from quiet ceremonial tradition to colonial imperialism to turning Boston Harbor into a giant teapot (not fit for drinking).

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Part **1**	**Setting Up**

Tested By:
wikiHow Video Team

Co-authors:	Updated:	Views:
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★★★★☆   56 votes - 80%

Click a star to add your vote

BT   **Burt Tyrell**
Aug 21, 2016

"I found this article very helpful for making a good cup of tea. I find that tea bags do not give a good flavor, and..." more

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Article Edit Discuss

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ANY QUESTIONS?

Thank you!

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Sources:

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