# Accessible meetings

Cardiff UCU notes that work is underway to improve the accessibility of university-level committee meetings. Improvement is still needed, as well as messaging and training in order for all meetings held within the university to be accessible by design.

For the purpose of accessibility, we request that the following standards be aimed for:

* Hybrid or online meetings be the norm. Online platforms have in-built captioning systems that can help many people. Online meetings can also deal with many other issues of accessibility, although it should be noted that they can be draining for people whose disability includes issues with executive functions.
* Meetings to be held in accessible rooms.
* All speakers to use a good quality microphone, roaming microphones to be provided where necessary.
* Meetings to have breaks after 50 minutes.
* Documents to be circulated in accessible formats:
	+ Please note that PDFs can be less accessible than Word (or similar)
	+ Documents shared via SharePoint (or similar platform).
	+ Documents to be presented according to the principles outlined in the Dyslexia Style Guide. (<https://www.bdadyslexia.org.uk/advice/employers/creating-a-dyslexia-friendly-workplace/dyslexia-friendly-style-guide>).
	+ All images and graphs to have alt-text.
* PowerPoints used in meetings should be shared, preferably in advance, but at the very least just before the presentation.

These principles are a minimum, and all efforts should be made to keep abreast of the latest recommendations and research in the field of accessibility.