

## DEAF AWARENESS TIPS

# MAKE YOUR VIRTUAL MEETINGS DEAF AWARE

Share these tips with meeting organisers and attendees to ensure all virtual meetings are inclusive for deaf people and those with hearing loss.



Check in advance if anyone needs communication support (sign language interpreter, notetaker etc). Allow plenty of time to arrange, if necessary.



Test technology before the meeting with attendees who have hearing loss.



Circulate the agenda in advance so everyone has clear reference points to follow.



Nominate someone to take minutes. Avoid asking an attendee with hearing loss as they will be focused on following the meeting and possibly lipreading.



Set out the rules below at the beginning of each video call.



Make sure each person is well lit and close to the camera.



Don't speak over each other.



Don't eat or chew gum.



Use visual clues, such as raising your hand before speaking.



Say your name before speaking, so everyone knows who is talking.



Speak clearly and face the camera without covering your mouth.



Schedule breaks if the meeting is likely to last more than an hour.



Round up the meeting and summarise actions and next steps.



Afterwards, share the minutes as soon as possible.

## Get more accessible

Find out more about business accessibility solutions from RNID. [Visit \*\*rnid.org.uk\*\*](https://www.rnid.org.uk)

Communication support | Workplace assessments | Deaf awareness and BSL training