

Before, During, and After VILT Checklist

Consider these accessibility tips throughout virtual instructor-led training programs.

Before

- Know the platform you will use and what accessibility tools it has available.
- During registration, ask participants what accommodations they need and provide a deadline for notification.
- Arrange for requested accommodations.
- Ensure all materials are accessible using an accessibility checker.
- Distribute materials to participants before the training event.
- Arrange for videos to have a transcript or audio descriptions.
- If using interpreters or communication access real-time translation (live captioning), meet with providers to review materials.

During

- Depending on the virtual platform, use closed-captioning or open-captioning.
- Describe pertinent images on slides and handouts.
- Use inclusive language (person or identity first).
- Use translation tools for captioning or foreign language subtitles.
- Face the camera when speaking.
- Encourage participants' cameras to be on when speaking for those who read facial expressions.
- Allow cameras to be off during training (unless when individuals are speaking) for those who are neurodivergent.
- Avoid GIFs, flashing animation, and busy or blurred backgrounds.
- Offer frequent breaks.
- Allow time for Q&A. Be comfortable with silence.

After

- Save and distribute a recording of the presentation.
- Send participants a transcript of the presentation and the live chat discussion, if applicable.
- Debrief the training program with presenters, captioners, and interpreters.
- Review follow-up exercises and activities for accessibility.

Adapted and used with permission from Klapperich International Training Associates.