# Multimedia Accessibility Checklist: Use of Video in Live Presentations

Information on how to implement the techniques in this checklist is available in the [Multimedia Accessibility](file://Datax104p/pdata/EIR%20Accessibility%20Public/Resources/Multimedia%20Accessibility.docx) document. This checklist is a quick reference for multimedia creators who are familiar with the more detailed information in that document.

The actions below are required to accessibly use videos in live presentations. The table shows some groups that will benefit, but making multimedia accessible in one way often makes it more accessible and usable to many people beyond the primary group.

See the abbreviations legend below the checklist.

|  | **Action Required to Ensure Accessibility** | **HI** | **VI** | **CI** | **MI** | **IC** | **NN** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **☐** | If possible, provide participants with a method to request accommodation in advance as needed. | X | X | X | X | X | X |
| **☐** | Videos shown in live presentations must comply with accessibility standards for recorded video | X | X | X | X | X | X |
| **☐** | Make sure the video has captions if accommodations have been requested for hearing impairment issues | X |  |  |  |  | X |
| **☐** | If the video will be distributed to event participants outside of the live presentation, it must be captioned | X |  |  |  |  | X |
| **☐** | Make sure audio quality is clear and easily understood | X |  | X |  | X | X |
| **☐** | When possible, make sure the video feed of a presenter or other speaker is close enough to see his or her lips move |  | X |  |  |  | X |
| **☐** | If the video is not audio-described and has non-audio content, make sure the presenter describes the video |  | X | X |  |  |  |

### Abbreviation Legend

* HI – Hearing impairment (includes people who are deaf or hard of hearing)
* VI – Visually impairment (includes people who are blind or have low vision)
* CI – Cognitive impairment (includes people with dyslexia and other cognitive issues)
* MI – Mobility impairment (includes keyboard-only users)
* IC – People with poor internet connections or on a mobile device
* NN - Non-native language speakers