



## POSNER CENTER FOR INTERNATIONAL DEVELOPMENT

### Facilitator and Speaker Guide

#### About the Posner Center

The Posner Center catalyzes the global development community, at home and abroad, to collaborate for greater impact.

We have done this by bringing together organizations and building an engaged, thriving community, where people meet and learn about one another, exchange ideas, access shared resources and support, and combine their expertise.

We lead high-quality programs that strengthen our community to amplify their impact around the globe. Our programming and grant-making emphasizes creating community, strategic connections, learning and sharing across the community, and adopting evidence-based best practices.

#### About the Posner Community

The Posner Center Community is made up of organizations focused on having a global impact. The majority of our Community works at small to medium nonprofit organizations that work in countries outside of the US. We are also home to several large nonprofits, social enterprises, individual consultants, and organizations in Denver, Colorado, or elsewhere in the United States.

We typically recommend that events include ways for the audience to engage - whether through follow-along activities such as journaling, breakout groups in person or via Zoom, question and answer sessions, or more. This format has increased engagement and satisfaction with our events, particularly for participants attending virtually.

## Facilitators and Speaker Accessibility Checklist

*Tip: Go to File > Make a Copy to use the checkboxes below as you are preparing for your event with the Posner Center*

The Posner Center is committed to making all events accessible for our vibrant community. Please follow the below guidelines as a facilitator or speaker for a Posner Center event. Items marked with an asterisk are only for meetings with virtual participants.

### Visiting the Posner Center (for in person events)

- If you will be presenting from the Posner Center building in Denver, you can find more information about accessibility, parking, public transportation, or bike access [here](#).
- Please contact the Community Manager at [info@posnercenter.org](mailto:info@posnercenter.org) to coordinate ramp delivery and set up if needed to access the stage. Posner Center will cover ramp rental, delivery, and installation costs. Please contact us 4-6 weeks before your event to request a ramp.

### Zoom or Google Meet Settings (for virtual and hybrid events)

- Verify with the event organizer that closed captioning is enabled. It is automatically enabled in Google Meet and can be set up in Zoom by following the instructions [here](#).
- Zoom provides polling and whiteboard annotation features. However, these features are not yet fully accessible. Use these Zoom features carefully by clearly describing any interaction and allowing participants to express difficulties or barriers they may be experiencing. Plan for how you may share the poll or whiteboard information differently, and consider how to be descriptive in sharing visual elements, such as annotations written on the whiteboard or polling results.

### Before the Event

- If you plan to share slides, videos, or audio content, we ask that any online materials be accessible and made available ahead of time for attendees. Sharing a copy of your slides in advance allows participants more direct control over their access to information (to magnify or invert colors as needed), rather than being held to the larger group experience, which may not be accessible to them.
- On your slides, particularly for in-person events, use contrasting colors, large font, and accessible fonts.

### Beginning the Meeting

- \*Turn on closed captioning via [Zoom](#). If using [Google Meet](#), tell participants how to turn on closed captioning, as it must be turned on by each participant.
- \*Let participants know if you will be recording the session and how they can access it.
- \*Before sending attendees into Breakout Rooms, prepare them for the experience by announcing how long the breakout session will last and if the host will be joining any of the groups. Provide clear instructions about how to ask a question or seek help during a breakout session.

- \*Rename yourself to include your pronouns (i.e., Hayden Smith (they/them); Malcolm Jones (he/him). You can do this by clicking on participants, clicking “More” next to your name, and clicking “rename”
- All public Posner Center events begin with our [Land Acknowledgement](#). We encourage members and tenants to use this and think about and include in their rendition more about what they are doing to be in more just relationships with Indigenous Peoples. As a presenter, consider acknowledging the original Indigenous Peoples on the unceded land where you live.
- Introduce yourself, including your pronouns, and a physical description of yourself.
- \*If there are participants joining via Zoom, ask participants to please rename themselves to include their pronouns (i.e., Hayden Smith (they/them); Malcolm Jones (he/him). They can do this by clicking on participants, clicking “More” next to their name, and clicking “rename”
- Encourage all attendees to identify themselves by name before speaking. This helps those who cannot see the other attendees’ video to follow along and participate in the conversation.

#### During the Meeting

- \*Be flexible in how you take questions. Participants have a few options for asking questions in a web conferencing platform such as Zoom. They can raise their virtual hands and unmute themselves when called upon, or they can post questions directly in the chat window to be answered whenever possible. It is recommended to allow for both methods and always to repeat any questions posed in the chat. Repeating the questions helps anyone who can’t access the chat visually during the session, and it can even improve the accuracy and quality of captioning.
- Describe meaningful visual content being shared on your screen. This will help anyone with a vision or cognitive disability and anyone who may be joining only by phone or with no video for any reason. Keep in mind that expressions such as “right here” or “here we see” or “in the upper-right” will not translate well to participants who cannot see the screen. Be descriptive and clear when you present materials.

## Sources

- Remote Events: <https://accessibility.huit.harvard.edu/hosting-accessible-remote-meetings-and-events>
- ADA: <https://adata.org/guide/planning-guide-making-temporary-events-accessible-people-disabilities#CHAPTER%20Two%20%E2%80%93%20Planning>
- NYC Mayor's Office for People with Disabilities: Accessible Virtual Meetings Guide: [https://www1.nyc.gov/assets/mopd/downloads/pdf/virtual-meetings-accessibility-guide\\_05-01-2020.pdf](https://www1.nyc.gov/assets/mopd/downloads/pdf/virtual-meetings-accessibility-guide_05-01-2020.pdf)
- Internet Society: <https://www.internetsociety.org/blog/2020/07/are-your-virtual-meetings-accessible-for-people-with-disabilities-start-with-this-checklist/>
- <https://amc.alliedmedia.org/how-to-virtual-amc/accessibility>
- <https://morganmevans.medium.com/want-to-facilitate-online-meetings-that-dont-suck-try-the-nesting-doll-approach-a1ea39a9e82b>