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Accessibility Checklist

Digital Accessibility Checklist

Structure

Use of plain English including explanation of abbreviations and acronyms in the first instance. For example, Scottish Environment LINK (ScotLINK)	<input type="checkbox"/>
Use of Headings (e.g., Heading 1, Heading 2 etc)	<input type="checkbox"/>
Short sentences and short paragraphs	<input type="checkbox"/>
Left-aligned document (not justified)	<input type="checkbox"/>
If document is long, table of contents	<input type="checkbox"/>
Sans serif font	<input type="checkbox"/>
Font is set to automatic	<input type="checkbox"/>
12-point font or higher for Word and Excel documents and emails, 24-point font for presentations	<input type="checkbox"/>
Avoid all caps, italics and underlining (except for links)	<input type="checkbox"/>
Use page break instead of pressing enter multiple times to create a page break	<input type="checkbox"/>
Description of saved document (e.g., Accessibility Checklist)	<input type="checkbox"/>
Avoid using text boxes (where possible)	<input type="checkbox"/>
Spell out numbers less than 10	<input type="checkbox"/>

Colour and Contrast

Use the Microsoft Office Accessibility Checker to check colour contrast OR WebAIMs Contrast Checker	<input type="checkbox"/>
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Use of Images

Alternative text to describe an image	<input type="checkbox"/>
Avoid using images and colours to convey information	<input type="checkbox"/>

Links & Hyperlinks

Describe the document or link. For example, Accessibility Guidelines , instead of Accessibility guidelines, click here .	<input type="checkbox"/>
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Audio & Video Accessibility

Microphone- can people hear me clearly?	<input type="checkbox"/>
Video- can people see me clearly?	<input type="checkbox"/>
Video background to be switched off (interference for assistive technology and those with hearing impairments to be able to lipread and see body language)	<input type="checkbox"/>
Closed and automated captioning- enable	<input type="checkbox"/>
Record online meetings and events, if possible	<input type="checkbox"/>

Web Accessibility Standards

Do I have a web accessibility statement online- see Accessibility Statement document for a template to use	<input type="checkbox"/>
Is my website perceivable, operable, understandable and robust? See Accessibility Guidelines for detailed information	<input type="checkbox"/>

**In-person Events Checklist**

Have you asked for reasonable adjustments in your advertisement?	<input type="checkbox"/>
Paying for travel costs or subsidies, if possible	<input type="checkbox"/>
Induction loop or microphone	<input type="checkbox"/>
Venue is located on the ground floor or lift access	<input type="checkbox"/>
Accessible toilets	<input type="checkbox"/>
Scheduled your day with breaks	<input type="checkbox"/>
Event at an accessible time (10am – 4pm) and avoids religious holidays (if possible)	<input type="checkbox"/>
Food options- catering for allergies, religious requirements, and dietary choice. Offer alcohol free options, too	<input type="checkbox"/>
If required, provide free assistant tickets	<input type="checkbox"/>
Documents and advertisements to be colourblind friendly, jargon free, and size 12 sans serif font	<input type="checkbox"/>
Directions or location on maps for people to find	<input type="checkbox"/>
Optional additional room separate from the event's activities for people to use (e.g., disabled people, LGBTQ+, prayer room, breastfeeding space etc)	<input type="checkbox"/>
Remote participation, if possible	<input type="checkbox"/>
Diversity of speakers. If this is not possible, be transparent and say that you are working towards this in your advertisement	<input type="checkbox"/>
Outdoor events – think about accessible spaces (e.g., easy walks or accessible trails), parks are often good spaces. If this is not possible, offer another form of contribution or opportunity (e.g., data collection etc). Use photo trails if applicable.	<input type="checkbox"/>
Inclusion statement in your advertisements and registration page	<input type="checkbox"/>



In-person Meetings Checklist

Ask attendees if they have reasonable adjustments	<input type="checkbox"/>
Prior to the meeting, share materials in advance	<input type="checkbox"/>
Wheelchair accessible – meeting on the ground floor or has lift facilities	<input type="checkbox"/>
Accessible toilets	<input type="checkbox"/>
Presenting – sans serif font and large enough for everyone to read, please see Structure section of this checklist	<input type="checkbox"/>
Have you given enough time for attendees to digest what has been said and to ask questions?	<input type="checkbox"/>
Have you asked everyone present in the meeting what their thoughts were so that everyone is included?	<input type="checkbox"/>



Online Events Checklist

Have you asked for reasonable adjustments?	<input type="checkbox"/>
Enable closed captioning. You can find out more information on how to do this in the Accessibility section of the Nature for All Resource Hub	<input type="checkbox"/>
Is your sound clear of noise distractions?	<input type="checkbox"/>
Schedule your day so that people have time to rest and use the toilet	<input type="checkbox"/>
Is your event at an accessible time? Core hours between 10-3pm. Provide regular breaks, and avoid religious holidays, if possible.	<input type="checkbox"/>
Provide free assistant tickets	<input type="checkbox"/>
Presentations and further materials to be colourblind friendly, jargon free, and sans serif font. For further information, please see Structure section of this checklist	<input type="checkbox"/>
Communicate the guidelines on cameras being switched on (e.g., can people switch their cameras off or are they needed to be turned on?)	<input type="checkbox"/>
No virtual backgrounds	<input type="checkbox"/>
Diversity of speakers. If this is not possible, be transparent and say that you are working towards this in your advertisement	<input type="checkbox"/>
If possible, a recording of the event	<input type="checkbox"/>

**Online Meetings Checklist**

Ask attendees if they have reasonable adjustments	<input type="checkbox"/>
Share presentation, agenda and paper in advance of the meeting	<input type="checkbox"/>
Presentations and further materials to be colourblind friendly, jargon free, and sans serif font. For further information, please see Structure section of this checklist	<input type="checkbox"/>
Communicate the guidelines on cameras being switched on (e.g., can people switch their cameras off or are they needed to be turned on?)	<input type="checkbox"/>
No virtual backgrounds	<input type="checkbox"/>
Enable closed captioning. You can find out more information on how to do this in the Accessibility section of the Nature for All Resource Hub	<input type="checkbox"/>
Is your sound clear of noise distractions?	<input type="checkbox"/>
Have you given enough time for attendees to digest what has been said and to ask questions?	<input type="checkbox"/>
For longer meetings (1 hour +) offer a comfort break	<input type="checkbox"/>
Have you asked everyone present in the meeting what their thoughts were so that everyone is included?	<input type="checkbox"/>
If possible, a recording of the meeting	<input type="checkbox"/>