

Accessibility Best Practices to Drive Stakeholder Engagement in Your Meetings Through Digital Inclusion



www.escribemeetings.com

Agenda

- Current landscape
- Compliance requirements for meetings
- The silver lining
- How technology can help
- Questions

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Landscape Overview



Current State

- Widespread digital content barriers still exist in public sector meetings
- Some organizations still haven't begun to address
- Changing behaviours and attitudes are increasing the pressure to provide more accessible digital content
- It becomes harder to comply as time goes by
- Failure to comply could result in stakeholder dissatisfaction and ultimately fines

Across Canada...

"The design of products, devices, services, or environments for people who experience disabilities"
– Access Ontario

The map illustrates the timeline of accessibility legislation across Canada. Arrows point to specific regions with the following labels:

- In Progress** (pointing to British Columbia)
- Accessibility 2024** (pointing to Alberta)
- AMA 2013** (pointing to Saskatchewan)
- AODA 2005** (pointing to Ontario)
- Act 2004** (pointing to Quebec)
- Accessibility Act 2017** (pointing to the Atlantic provinces)

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Key Compliance Requirements for Meetings

Major Components

- External facing website
- Meeting-related documents

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Website is Key

- Web accessibility involves understanding a broad spectrum of disabilities
- Must be **WCAG 2.0 Level AA** compliant
 - 4 important principles which are important to keep in mind when looking at meeting management tools
- Web content needs to be accessible through a series of **technical checkpoints**

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Meeting-Related Documents

- Agendas, minutes and reports must be accessible when posted to the web
 - HTML and PDF/UA is an accessible format
 - Scanned PDF is not
- Text must be readable, understandable and navigable
- Digital content (documents) must be accessible at the time of publishing
- Alternative formats may be requested
 - Notice to this affect has to be posted on the website

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The Silver Linings



Benefits of Change

- Comply with accessibility requirements, e.g. AODA, WCAG 2.0
- Raise transparency
- Meet green initiatives: Save trees & money
- Improve collaboration and communication
- Chance to improve processes: Save time!

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Where to Start?

- **Internally** – Think big, start small:
 - Consider your short term and long term goals
 - Don't look for point solution that tackles only one issue and can be easily outgrown
 - Look for solutions that can grow with you and are modular
- **Experts** – Seek out change management experts to help you get started and prep your team
- **Peers** – Talk to them, what are they doing?
- **Technology** – Leverage, leverage, leverage!

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eSCRIBE & Accessibility



What is eSCRIBE?

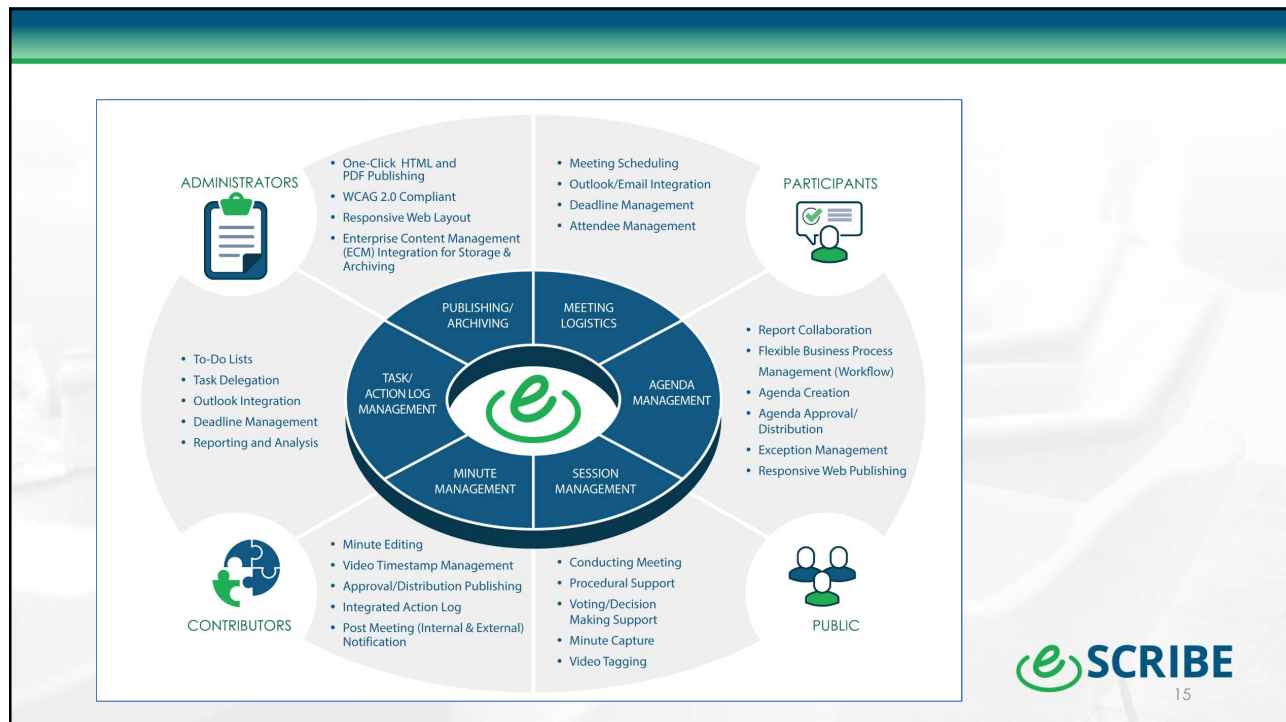
- Cloud-based Meeting Management
- Launched in 2009
- Not just agendas, but an end-to-end solution
- >50% of the top 25 Canadian cities
- Global Microsoft Azure cloud partner
- 100% Canadian owned and operated



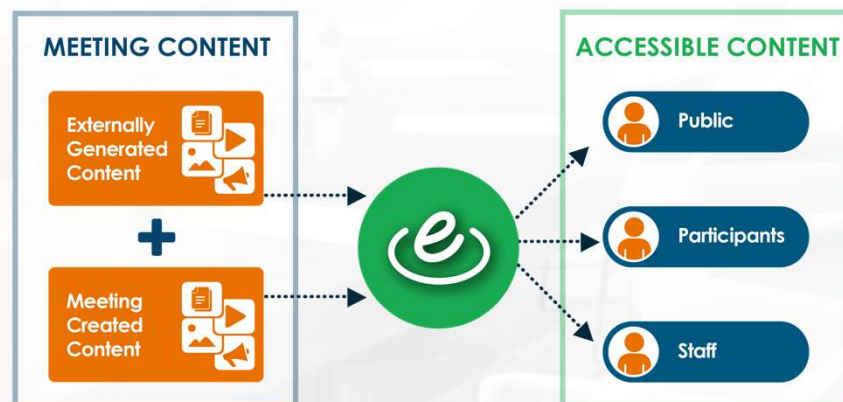
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eSCRIBE and Accessibility



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Accessibility in Action

The screenshot displays the eSCRIBE web application interface. At the top, there is a navigation bar with links for Home, eScribe Administrator, and a search bar. Below the navigation bar, the main content area is divided into two primary sections: 'Approved Documents' and 'Meetings'.

Approved Documents Section:

- Meeting Type : Community Development Committee (3)**

Name	Meeting Date	Modified	Modified By	Workflow History
PD-2018-008.docx	-	6/8/2017 4:19 PM	eScribe Administrator	Approved
PD-2018-014.docx	-	6/8/2017 4:20 PM	eScribe Administrator	Approved
PD-2018-022.docx	-	6/8/2017 4:20 PM	eScribe Administrator	Approved
- Meeting Type : Community Funding Committee (3)**

Name	Meeting Date	Modified	Modified By	Workflow History
Fin-2018-005.docx	6/30/2017 9:00 AM	6/8/2017 4:21 PM	eScribe Administrator	Approved
Fin-2018-006.docx	6/30/2017 9:00 AM	6/8/2017 4:21 PM	eScribe Administrator	Approved
Fin-2018-007.docx	7/28/2017 9:00 AM	6/8/2017 4:21 PM	eScribe Administrator	Approved

Agenda Items Section:

- Agenda Items: Pending (Add New Item)
- No Items Available

Meetings Section:

- Community Funding Committee (1)**

Name	Start Time	Status
✓ Fri, Jun 30 2017	9:00 AM	Unpublished
- Council Workshop (1)**

Name	Start Time	Status
✓ Wed, Jun 21 2017	6:00 PM	Unpublished

Summary

- The time to act is NOW – Pressure to be accessible rising
 1. Start with understanding your document landscape
 2. Find out where your bottleneck lies
 3. Review your website (WCAG 2.0 Level AA)
 4. Develop a plan
- Get experts involved to help guide the way
- Stay focused on the end-goals and benefits
- Look for vendors who work with 3rd parties with expertise

Other Resources...

- AMCTO Accessibility Hub – a range of free training opportunities and resources
- Look for external technology providers

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Questions



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