



Supplement of

Planning virtual and hybrid events: steps to improve inclusion and accessibility

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Supplementary Material

Article database	Title search string	No. articles returned	URL
Web of Science	TI = (virtual NEAR/2 (conference))	279	https://www.webofscience.com/wos/woscc/s/summary/34d65657-2bcc-4ccd-9d19fed132875b10-a09b93d9/date-descending/1
Web of Science	TI = (online NEAR/2 (conference))	228	https://www.webofscience.com/wos/woscc/s/summary/14c5c961-36df-4f87-9f56-0fea450842e3-a09bc6f0/date-descending/1
Web of Science	TI = ((virtual NEAR/2 (conference)) AND inclusive)	1	https://www.webofscience.com/wos/woscc/s/summary/2adccb52-bb1c-4a4f-849b-7aa1341a927a-a09bff2d/date-descending/1
Web of Science	TI = ((virtual NEAR/2 (conference)) AND accessible)	0	https://www.webofscience.com/wos/woscc/s/summary/5b9827b0-769e-4e76-9abd-20606eb57f03-a09c0ad4/date-descending/1
Directory of Open Access Journals	'virtual' AND 'conference'	76	https://bit.ly/3YZhpvL
Directory of Open Access Journals	'online' AND 'conference'	59	https://bit.ly/3R7jDY7
Directory of Open Access Journals	'virtual' AND 'conference' AND inclusiv*	1	https://bit.ly/3Z6qDXm
Directory of Open Access Journals	'online' AND 'conference' AND inclusiv*	0	https://bit.ly/3PnaMA8
Directory of Open Access Journals	'virtual' AND 'conference' AND accessib*	0	https://bit.ly/3EnrCIW
Directory of Open Access Journals	'online' AND 'conference' AND accessib*	0	https://bit.ly/3qWSfRX

Supplementary Table S1: online article database search results used to construct the time series of published articles in Fig. 1.

Virtual conference-related search terms	EDI-related search terms
online conference	alt image text
online meeting	alt text
virtual conference	diversity
web conferencing	inclusivity
Zoom	equity
MS Teams	equidad

Supplementary Table S2: google trends search terms which were aggregated to produce the graph of searches in Fig. 2.



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Virtual Accessibility Checklist

This checklist is intended to act as a starting place for virtual and hybrid events, but as accessibility is an ever-evolving field, this should not be taken as a final resource. Each event is unique and will require its own accessibility needs, which need to be decided early by organisers.

For a more comprehensive review of virtual accessibility, please refer the full article ([Doran et al., 2024](#)).

PRE-EVENT PLANNING

GENERAL

- Ensure a diverse planning committee & decide on event logistics early (e.g., date, format, cost, platform, target audience, live/recorded talks)
- Clearly communicate to all participants information related to the event
- Identify what accessibility considerations are required for your event
- Work out what the budget is for the event. Identify possible funding for accessibility tools/features
- Design relevant event guides (e.g., accessibility statement, code of conducts) & ensure all volunteers know their roles & responsibilities
- Develop a communication strategy to advertise your event & decide on networking features implement during the event
- Set up a pre-event meeting for speakers

ACCESSIBILITY SPECIFIC

- Decide on the platform to be used & understand the accessibility options that it offers
- Does your event need specific time zones in order to allow wider participation
- Check any clashes with other events/holidays
- Identify what communication supports are needed and feasible (e.g., captions, subtitles, transcriptions, sign language, other languages)
- Ensure advertising/graphics/etc. & your communication strategy are designed with accessibility in mind (inc. Alt Text)
- Identify and share accessibility guidelines for presenters
- Consider a pre-event questionnaire to ensure people's accessibility needs are met

DURING THE EVENT

'During the event' activities will need to be planned in advance for maximum impact.

- | | |
|---|--|
| <input type="checkbox"/> Remind all participants of the event etiquette, code of conducts, accessibility statements & any other relevant statements/codes | <input type="checkbox"/> Explain how participants can ask questions, communicate any issues & engage with content during the event |
| <input type="checkbox"/> Ensure all volunteers know their roles & have access to all logistical details they need | <input type="checkbox"/> Ensure gender neutral language is used during introductions & consider visual descriptions |

AFTER THE EVENT

'After the event' activities will need to be planned in advance for maximum impact.

- | | |
|---|---|
| <input type="checkbox"/> Send a follow up email/communication with details of recordings, transcriptions & other features | <input type="checkbox"/> Ensure communication channels are clearly shared for participants to get in touch with organisers/continue discussions and let people know how long they will remain available |
| <input type="checkbox"/> Request feedback to help plan future events & improve accessibility features | <input type="checkbox"/> Provide certificate of attendance if requested |

Full article available, including past iterations, at: <https://doi.org/10.5194/egusphere-2023-2939>