

MatchWare Accessibility Conformance Report

WCAG Edition

(Based on VPAT® Version 2.4)

Name of Product/Version:	MatchWare MeetingBooster
Report Date:	August 2021
Product Description:	MeetingBooster is a web-based meeting management system, hosted either through Microsoft® Azure or On-Premise.
Contact Information:	ensupport@matchware.com
Evaluation Methods Used:	Testing is based on manual testing and general product knowledge and experience.

This report covers the degree of conformance for the following accessibility standard/guidelines:

Standard/Guideline	Included In Report
Web Content Accessibility Guidelines 2.0	Level A (Yes / No) Level AA (Yes / No) Level AAA (Yes / No)
Web Content Accessibility Guidelines 2.1	Level A (Yes / No) Level AA (Yes / No) Level AAA (Yes / No)

Terms

The terms used in the Conformance Level information are defined as follows:

- **Supports:** The functionality of the product has at least one method that meets the criterion without known defects or meets with equivalent facilitation.
- **Partially Supports:** Some functionality of the product does not meet the criterion.
- **Does Not Support:** The majority of product functionality does not meet the criterion.
- **Not Applicable:** The criterion is not relevant to the product.
- **Not Evaluated:** The product has not been evaluated against the criterion. This can be used only in WCAG 2.0 Level AAA.

WCAG 2.x Report

Note: When reporting on conformance with the WCAG 2.x Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the [WCAG 2.0 Conformance Requirements](#).

Table 1: Success Criteria, Level A

Notes:

Criteria	Conformance Level	Remarks and Explanations
1.1.1 Non-text Content (Level A)	Does not support	
1.2.1 Audio-only and Video-only (Prerecorded) (Level A)	Not Applicable	The product does not include prerecorded audio or video
1.2.2 Captions (Prerecorded) (Level A)	Not Applicable	The product does not include prerecorded audio or video
1.2.3 Audio Description or Media Alternative (Prerecorded) (Level A)	Not Applicable	The product does not include prerecorded audio or video
1.3.1 Info and Relationships (Level A)	Does Not Support	
1.3.2 Meaningful Sequence (Level A)	Partially Supports	
1.3.3 Sensory Characteristics (Level A)	Partially Supports	
1.4.1 Use of Color (Level A)	Supports	
1.4.2 Audio Control (Level A)	Not Applicable	
2.1.1 Keyboard (Level A)	Partially Supports	
2.1.2 No Keyboard Trap (Level A)	Partially Supports	
2.1.4 Character Key Shortcuts (Level A 2.1 only)	Supports	
2.2.1 Timing Adjustable (Level A)	Supports	
2.2.2 Pause, Stop, Hide (Level A)	Does Not Support	
2.3.1 Three Flashes or Below Threshold (Level A)	Supports	
2.4.1 Bypass Blocks (Level A)	Partially Supports	
2.4.2 Page Titled (Level A)	Supports	
2.4.3 Focus Order (Level A)	Partially Supports	
2.4.4 Link Purpose (In Context) (Level A)	Partially Supports	
2.5.1 Pointer Gestures (Level A 2.1 only)	Not Applicable	
2.5.2 Pointer Cancellation (Level A 2.1 only)	Not Applicable	
2.5.3 Label in Name (Level A 2.1 only)	Partially Supports	

Criteria	Conformance Level	Remarks and Explanations
2.5.4 Motion Actuation (Level A 2.1 only)	Not Applicable	The application is not motion controlled
3.1.1 Language of Page (Level A)	Supports	
3.2.1 On Focus (Level A)	Partially Supports	
3.2.2 On Input (Level A)	Partially Supports	
3.3.1 Error Identification (Level A)	Supports	
3.3.2 Labels or Instructions (Level A)	Supports	
4.1.1 Parsing (Level A)	Supports	
4.1.2 Name, Role, Value (Level A)	Supports	

Table 2: Success Criteria, Level AA

Notes:

Criteria	Conformance Level	Remarks and Explanations
1.2.4 Captions (Live) (Level AA)	Not Applicable	The product does not include prerecorded audio or video
1.2.5 Audio Description (Prerecorded) (Level AA)	Not Applicable	
1.3.4 Orientation (Level AA 2.1 only)	Supports	
1.3.5 Identify Input Purpose (Level AA 2.1 only)	Partially Supports	
1.4.3 Contrast (Minimum) (Level AA)	Partially Supports	
1.4.4 Resize text (Level AA)	Partially Supports	
1.4.5 Images of Text (Level AA)	Does Not Support	
1.4.10 Reflow (Level AA 2.1 only)	Does Not Support	
1.4.11 Non-text Contrast (Level AA 2.1 only)	Partially Supports	
1.4.12 Text Spacing (Level AA 2.1 only)	Partially Supports	
1.4.13 Content on Hover or Focus (Level AA 2.1 only)	Partially Supports	
2.4.5 Multiple Ways (Level AA)	Does Not Support	
2.4.6 Headings and Labels (Level AA)	Supports	

Criteria	Conformance Level	Remarks and Explanations
2.4.7 Focus Visible (Level AA)	Partially Supports	
3.1.2 Language of Parts (Level AA)	Supports	
3.2.3 Consistent Navigation (Level AA)	Supports	
3.2.4 Consistent Identification (Level AA)	Supports	
3.3.3 Error Suggestion (Level AA)	Partially Supports	
3.3.4 Error Prevention (Legal, Financial, Data) (Level AA)	Not Applicable	
4.1.3 Status Messages (Level AA 2.1 only)	Does Not Support	

Table 3: Success Criteria, Level AAA

Notes:

Criteria	Conformance Level	Remarks and Explanations
1.2.6 Sign Language (Prerecorded) (Level AAA)	Not Applicable	The product does not include prerecorded audio or video
1.2.7 Extended Audio Description (Prerecorded) (Level AAA)	Not Applicable	The product does not include pre-recorded audio or video
1.2.8 Media Alternative (Prerecorded) (Level AAA)	Not Applicable	The product does not include pre-recorded audio or video
1.2.9 Audio-only (Live) (Level AAA)	Not Applicable	The product does not include pre-recorded audio or video
1.3.6 Identify Purpose (Level AAA 2.1 only)	Does Not Support	
1.4.6 Contrast (Enhanced) (Level AAA)	Partially Supports	
1.4.7 Low or No Background Audio (Level AAA)	Not Applicable	The product does not include pre-recorded audio or video
1.4.8 Visual Presentation (Level AAA)	Does Not Support	
1.4.9 Images of Text (No Exception) (Level AAA)	Partially Supports	The Product logo is an image
2.1.3 Keyboard (No Exception) (Level AAA)	Does Not Support	
2.2.3 No Timing (Level AAA)	Supports	

Criteria	Conformance Level	Remarks and Explanations
2.2.4 Interruptions (Level AAA)	Not Applicable	
2.2.5 Re-authenticating (Level AAA)	Supports	
2.2.6 Timeouts (Level AAA 2.1 only)	Not Applicable	
2.3.2 Three Flashes (Level AAA)	Supports	
2.3.3 Animation from Interactions (Level AAA 2.1 only)	Does Not Support	
2.4.8 Location (Level AAA)	Not Applicable	
2.4.9 Link Purpose (Link Only) (Level AAA)	Does Not Support	
2.4.10 Section Headings (Level AAA)	Supports	
2.5.5 Target Size (Level AAA 2.1 only)	Does Not Support	
2.5.6 Concurrent Input Mechanisms (Level AAA 2.1 only)	Supports	
3.1.3 Unusual Words (Level AAA)	Supports	The phrases or terms that have a special meaning in the Program are explained in the help document
3.1.4 Abbreviations (Level AAA)	Supports	The Product seeks to minimize the use of abbreviations, and when used, they are explained in context
3.1.5 Reading Level (Level AAA)	Does Not Support	
3.1.6 Pronunciation (Level AAA)	Does Not Support	
3.2.5 Change on Request (Level AAA)	Does Not Support	
3.3.5 Help (Level AAA)	Supports	
3.3.6 Error Prevention (All) (Level AAA)	Does Not Support	