

Virtual Events:

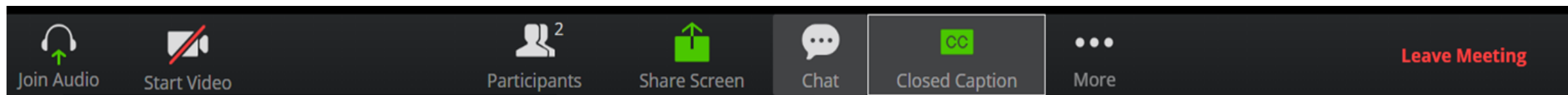
Access, Equity, and Inclusion Guidelines
for Presenters

Overview of the Platform

Welcome to Zoom

Join via Desktop Application

Meeting Controls



↑
Connect to Audio

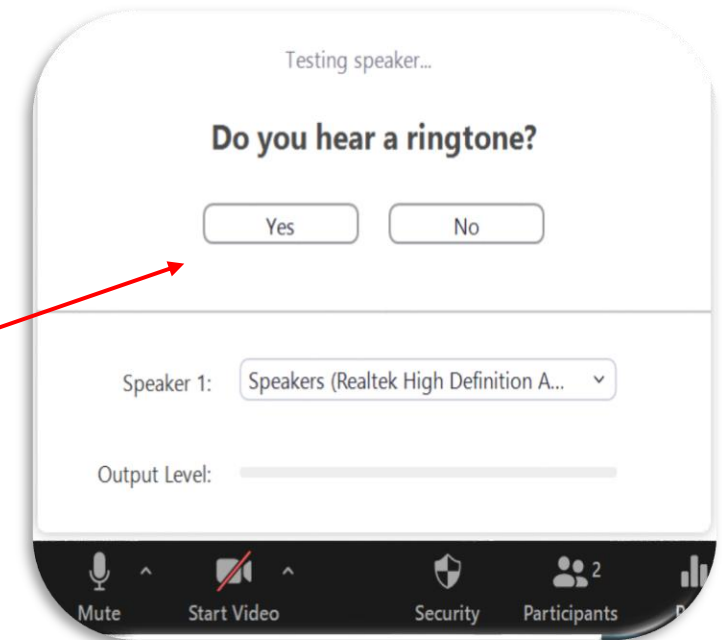
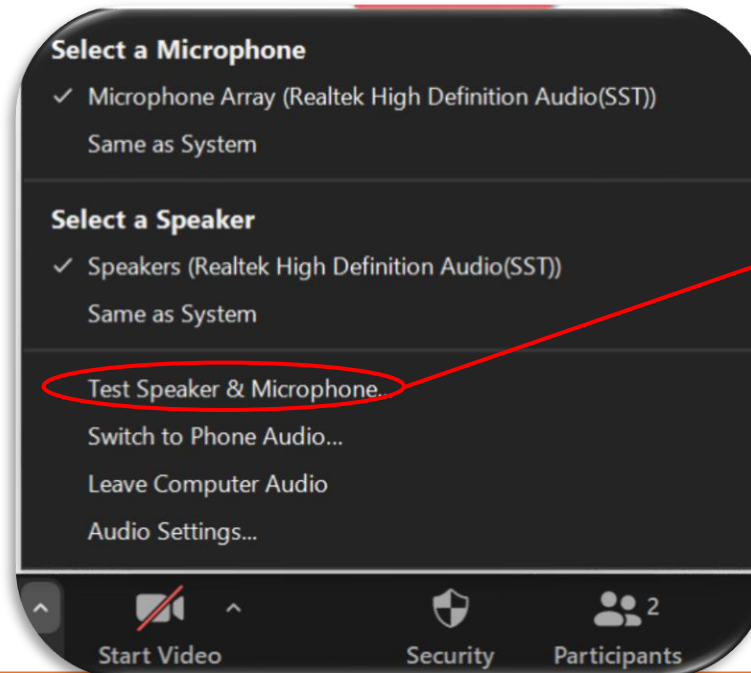
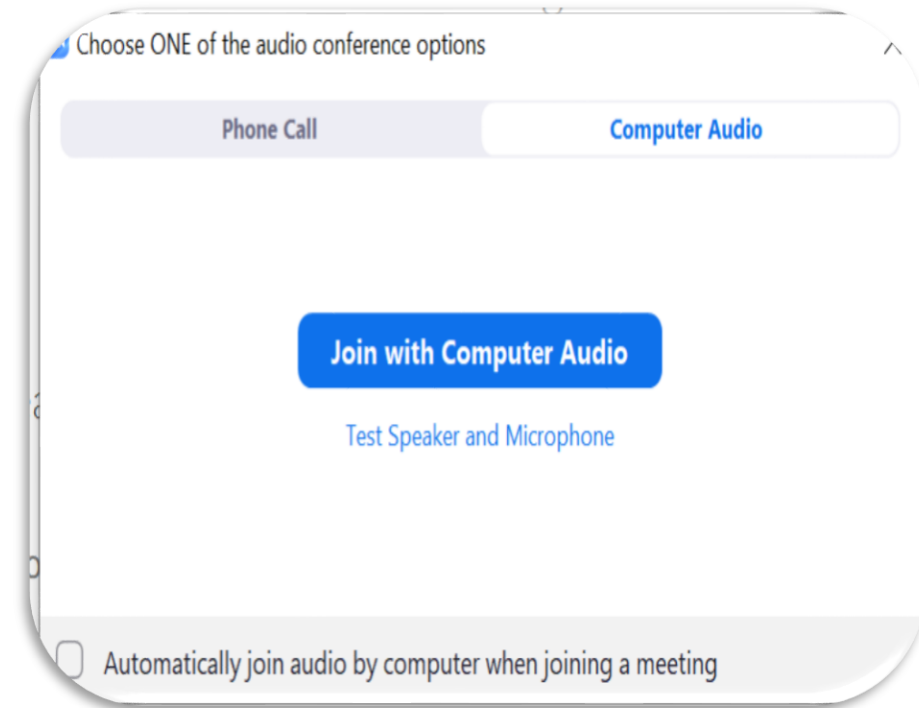
↑
Chat

↑
Turn on/off Closed
Captions

↑
Leave Meeting

Connect to Audio

- Use your phone or computer to join the audio conference
- If you opt to connect using computer audio, you can test your speaker



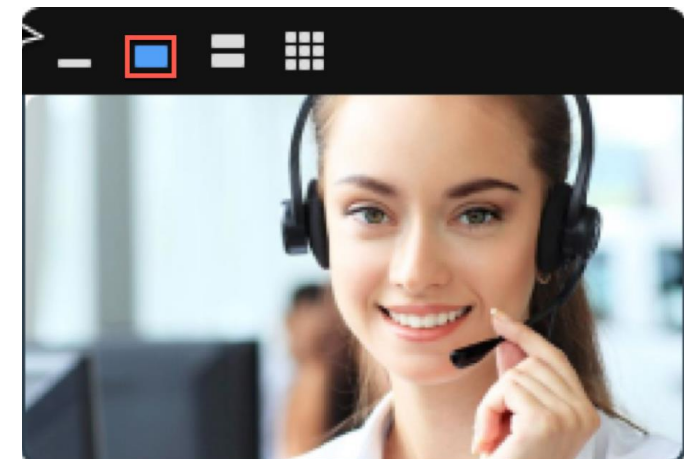
Microphone, Video, and Layout

- As a panelist, you will be able to mute and unmute yourself
- You will also be able to turn your video on and off
- Depending on your layout, you may see the other presenters and the American Sign Language (ASL) interpreter or only the ASL Interpreter



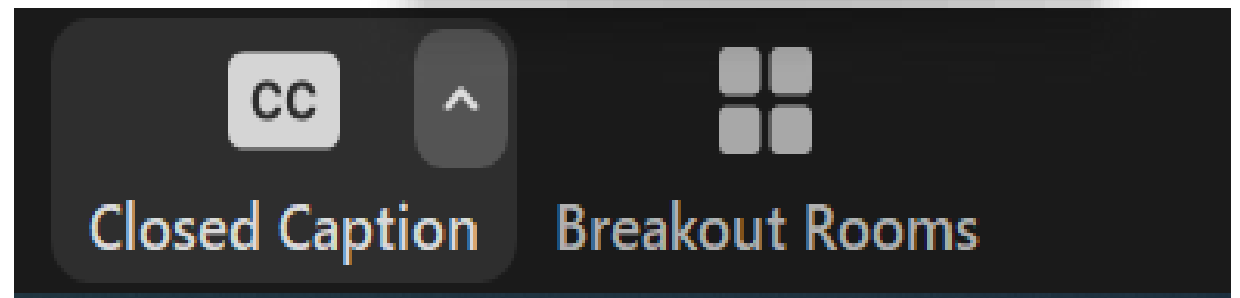
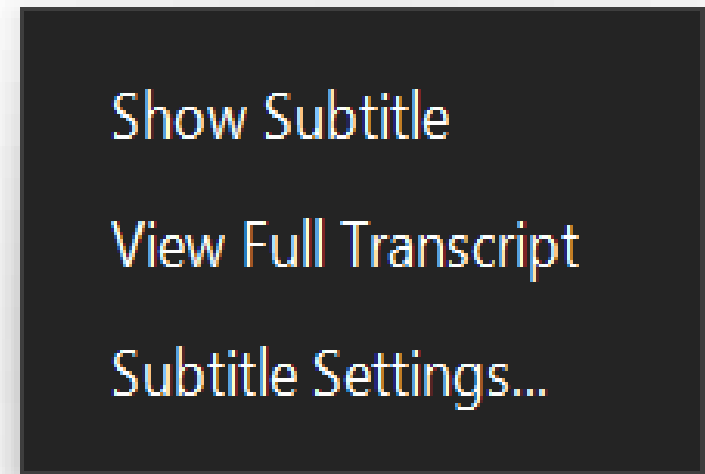
← Gallery View

Active Speaker View



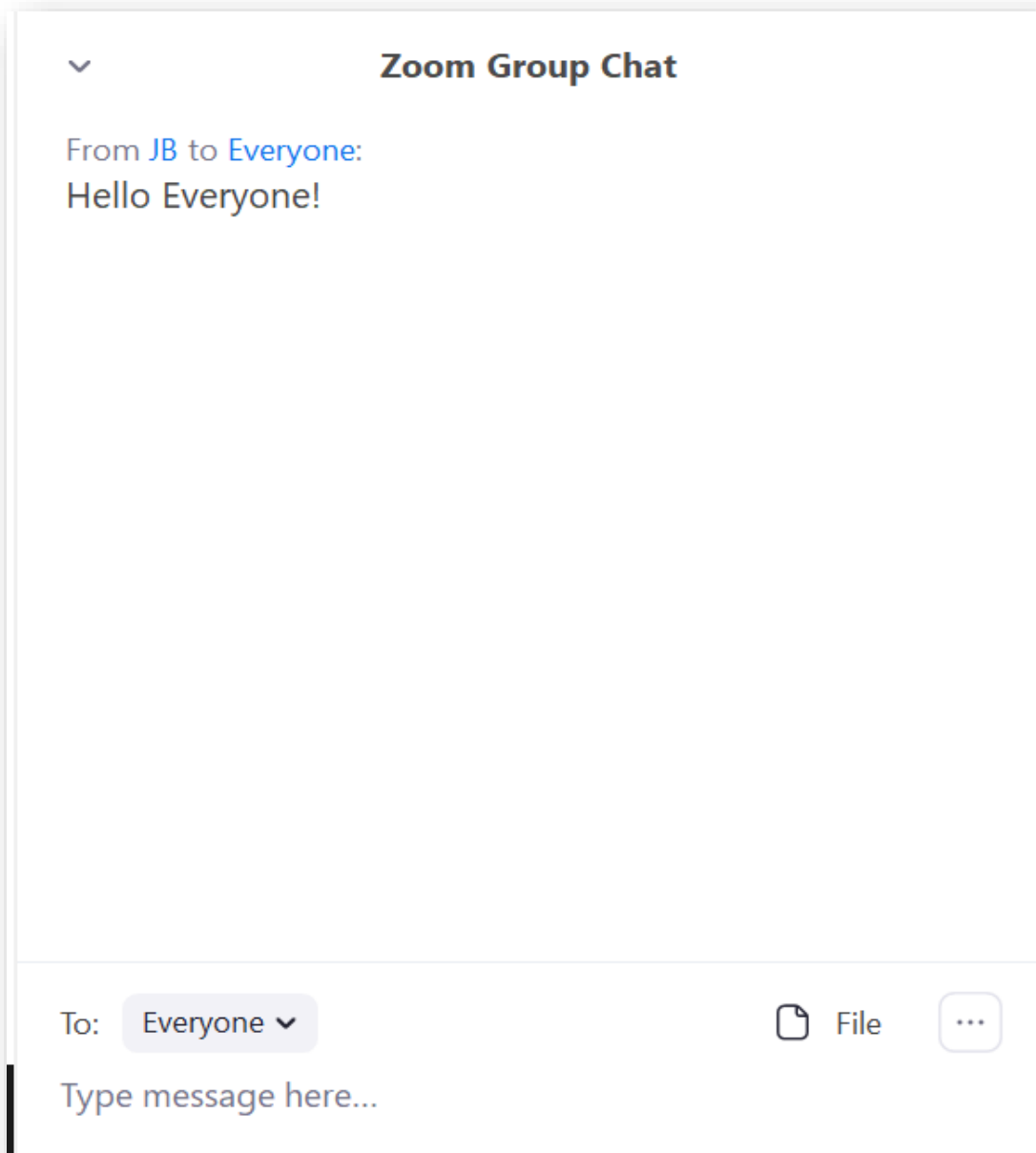
Closed Captions

- To view closed captions on the desktop app, select Show Subtitle
- To adjust the sizing of the captions, select Subtitle Settings
- The default size is small - choose medium or large for a larger font size

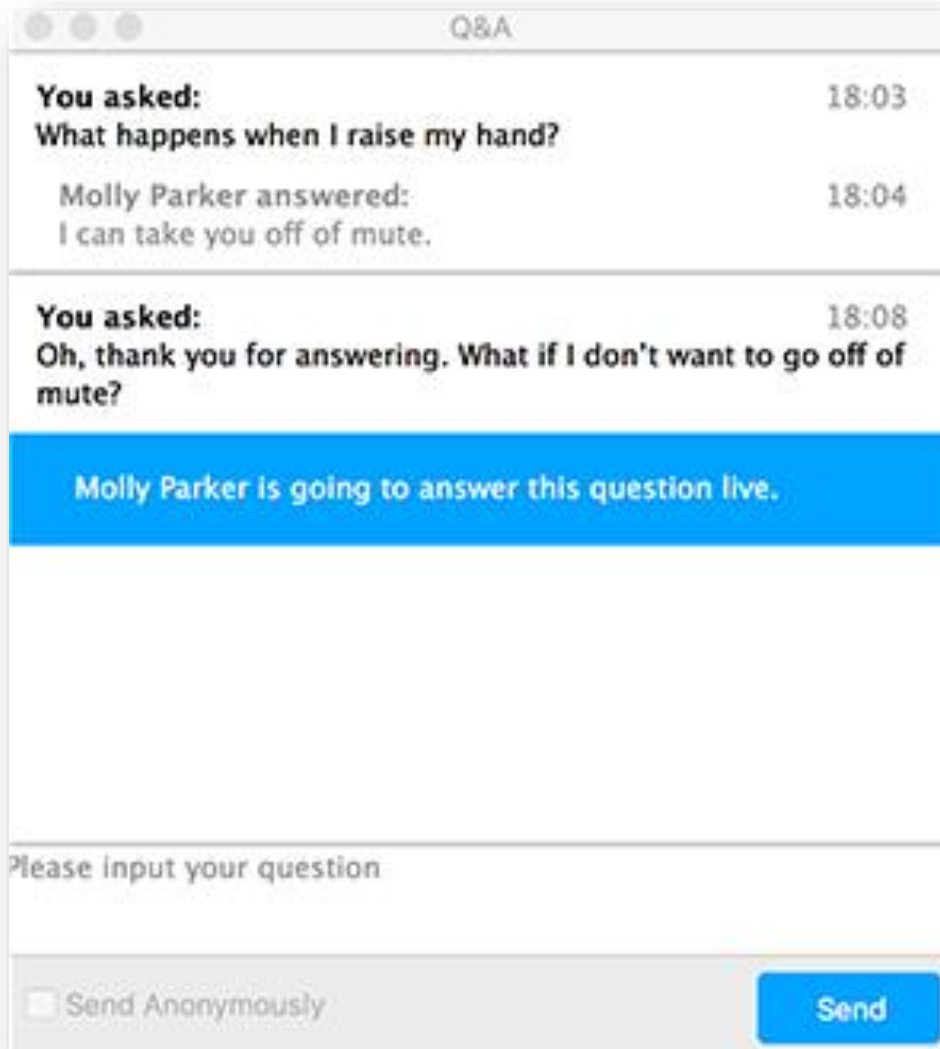


Chat

- You can send chat messages to the host, panelists, and attendees
- When you click on chat, the chat window will appear



Questions for the Presenters



- Questions will be submitted using the Q&A feature
- You can reply via text in the Q&A window or answer the question live (out loud)

Participant Interactions

Feature	Zoom Webinar General Sessions and Webinars	Zoom Meeting Breakout Sessions and Meetings
Audio Sharing	Participants join in listen-only mode; only the panelists can unmute their audio	All participants can mute/unmute their own audio
Video Sharing	Hosts and panelists only	All participants
Participant List	Visible to host and panelists only	Visible to all participants
Chat	All participants	All participants
Q&A	All participants	Not available
Polling	All participants	All participants

Tech Support

- In general, we'll invite you to a practice session before the live event
- If you have technical problems during the event
 - Send a message to the host or all panelists using the chat box
- For questions about any of our virtual events, please email events@thearc.org



Branding and Language

The Arc and Disability

Branded Templates

- We provide branded slide deck templates for The Arc's main events
 - Disability Policy Seminar, Summer Leadership Institute, and National Convention
- These templates are branded and accessible
- Use the branded templates whenever possible

Always Use “The Arc”

- The Arc is not an acronym
- Never use just “Arc”
- Think of The Arc as a title or phrase

People First Language

- We use people first language
- People first language puts the person first and the disability second
- Examples:
 - Person with a disability
 - Person with autism
 - People with mental health disabilities

Building Your Presentation

Accessibility in PowerPoint

PowerPoint

- Always use the Accessibility Checker
- Use accessible fonts
- Create alt text for images
 - Describe images during your presentation
- Use titles and/or slide numbers to orient participants
- **Share your slide deck with the event organizers as early as possible**

Working with Access Services

Captioning and American Sign Language

Captioning

- Open versus closed captioning
- Integrated captioning in Zoom
- How to turn on closed captioning
 - CC → Show Subtitle
- Transcripts

Tips for Working with Captioners

- Present at a steady pace
 - If you tend to speak quickly, try to slow down
- Spell out tricky words and proper names
- Identify yourself before speaking, especially in a group setting

American Sign Language (ASL)

- Video Remote Interpreting (VRI)
- The ASL interpreter will be spotlighted
 - On some mobile devices, only the ASL interpreter will appear on video
- Brief pauses to change interpreters, every 15-20 minutes
 - ASL interpreters typically work in pairs

Tips for Working with ASL Interpreters

- Speak naturally
 - Interpreters need the nuance and affect of your words to interpret more accurately
- Be prepared to slow down or repeat yourself, if necessary
- Explain technical jargon or difficult words

Other Access Considerations

- One person speaks at a time
 - Muting
- Patience and pausing
 - Processing information and understanding
- Language level and jargon
 - Consider your audience
- Provide overall structure/expectations
- Facilitation assistance (if needed)

Equity and Inclusion Tips

Making Everyone Feel Welcome

Welcoming and Belonging

- **Diversity**
 - Who's in the space? Who are the presenters and participants?
- **Access**
 - Is the space accessible? Can everyone participate in a meaningful way?
- **Equity**
 - Who received an invitation? Who has power in the space?
- **Inclusion**
 - Does everyone feel like they truly belong?

Equity Matters

- Technology and internet connectivity
- Consider the communities most likely to be impacted
 - [Intersectionality](#)
- Importance of lived experience and perspectives
 - Diversity of presenters
- Be mindful of language/cultural differences

LGBTQIA+ Inclusion

- Identify your pronouns
 - On your slide deck and your Zoom name
 - When introducing yourself
- Encourage others to share pronouns when participating in a group discussion
- Use gender-neutral language
 - Don't make assumptions about people's gender identity

Resources

For More Information

Accessible Presentation Resources

- Microsoft Office [Support](#)
- Section 508 [Checklist](#)
- Supporting [Information and Materials](#)

Virtual Event Access Resources

- [Virtual Event Accessibility](#)
 - Rooted in Rights
- [Enhance Accessibility of Virtual Events](#)
 - Vera Institute
- For other questions or information, email events@thearc.org