

MAKING YOUR ZOOM MEETING ACCESSIBLE

April 7, 2020

PLEASE READ BEFORE STARTING YOUR ZOOM MEETING

- Let us pause for our interpreters to situate themselves and review the technology before we start. I will wait for the interpreter before we start.
- To that end, please make sure you are in a well-lit area and the light source is either in front of you or above you, lighting your face. A light source below your face distorts your features and light coming from behind you puts the front of you in complete darkness
- Please make sure you are sitting a comfortable distance from the camera
- As the host of a meeting, bear in mind that if you share your screen with the attendees it will disrupt the positioning of the interpreter on the deaf person/people's screen. Please pause after sharing your screen to allow the deaf person to find and re-orient the interpreter in the frame.
- In a large meeting, it is hard to find an interpreter among all the tiny screens. If you will not be on camera sharing video of yourself, it is helpful if you hover over the top of your video screen, wait for the tiny blue box icon with the three dots in it to show up, click it, and find "hide non-video participants". All participants who are not sharing video will be minimized which makes it easier for everyone to navigate.
- The interpreting process tends to be a bit delayed so please give Deaf person time to complete talking without any interruption.
- The host has access and control to the closed captioning. The host needs to decide if s/he will type the closed captioning during the meeting – not highly recommended because this person may facilitate the meeting. Second option is to appoint a person in this meeting room to type the captioning. Last option is to have a third party person who is not participate in the meeting to type the captioning.
- PLEASE ALWAYS IDENTIFY YOURSELF WHEN YOU BEING TO SPEAK.

Note: that we are exploring a tool for live captioning during meetings.