Virtual Events:
Access and Inclusion Guidance for Participants
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
Presenter and Interpreter Layout

- Depending on your layout, you may see the presenters and the American Sign Language (ASL) interpreter or only the ASL interpreter.
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 other attendees.
- Use chat if you need assistance connecting your audio, if you can’t view the presentation, etc.
- When you click on chat, the chat window will appear.
Question for the Presenters?

- Submit questions using the Q&A feature
- We can either reply to you via text in the Q&A window or answer your question live (out loud)
Polling allows the presenters to interact with participants.

Once the presenter launches the poll, it will pop up on your screen.

Once majority of the responses are collected, the presenter will share the results with everyone.
Join via Mobile Devices
Meeting Controls on Mobile Devices

iPad
If you joined using an iPad, the controls can be found at the top of your screen.

Phone
If you joined using your phone, the meeting controls can be found at the bottom of the screen.
Video Layout

- Depending on your mobile device, you may only be able to see the ASL interpreter

**Participant Q&A**

- Type your questions in the Q&A
  - You can find the Q&A at the bottom of your Zoom screen
- If we don’t get to your question, email it to NCCJDinfo@thearc.org
Closed Captions

- To view closed captioning on your mobile device, open the Zoom app and select:
  - More > Meeting Settings > Closed Captioning
- To view the full transcript
  - More > View Full Transcript
- You cannot change the size of the captions if using a mobile device
Chat and Q&A

The chat and Q&A feature will be located under the more button:

- More > Chat
- More > Q&A
## Participant Interactions

<table>
<thead>
<tr>
<th>Feature</th>
<th>Zoom Webinar General Sessions and Webinars</th>
<th>Zoom Meeting Breakout Sessions and Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio Sharing</td>
<td>Participants join in listen-only mode and cannot unmute their audio</td>
<td>All participants can mute/unmute their own audio</td>
</tr>
<tr>
<td>Video Sharing</td>
<td>Hosts and panelists only</td>
<td>All participants</td>
</tr>
<tr>
<td>Participant List</td>
<td>Visible to host and panelists only</td>
<td>Visible to all participants</td>
</tr>
<tr>
<td>Chat</td>
<td>All participants</td>
<td>All participants</td>
</tr>
<tr>
<td>Q&amp;A</td>
<td>All participants</td>
<td>Not available</td>
</tr>
<tr>
<td>Polling</td>
<td>All participants</td>
<td>All participants</td>
</tr>
</tbody>
</table>
Tech Support

- If you have technical problems during the event
  - Visit support.zoom.us
  - Type in the chat box to the host
- For questions about any of our virtual events, please email events@thearc.org
- Feedback
  - Brief surveys following most events - share your thoughts with us