

# Virtual Events:

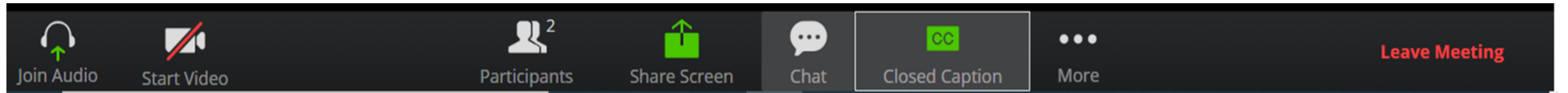
Access and Inclusion Guidance  
for Participants

# Overview of the Platform

Welcome to Zoom

# Join via Desktop Application

# Meeting Controls



↑  
Connect to Audio

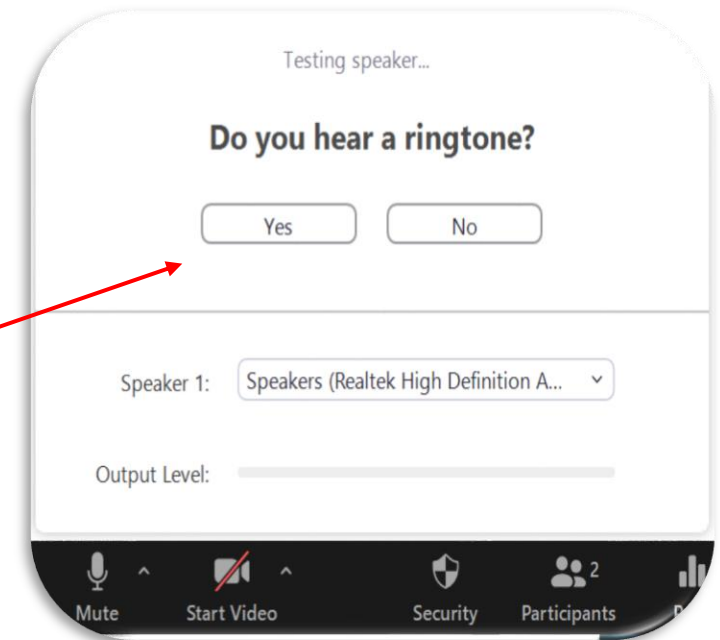
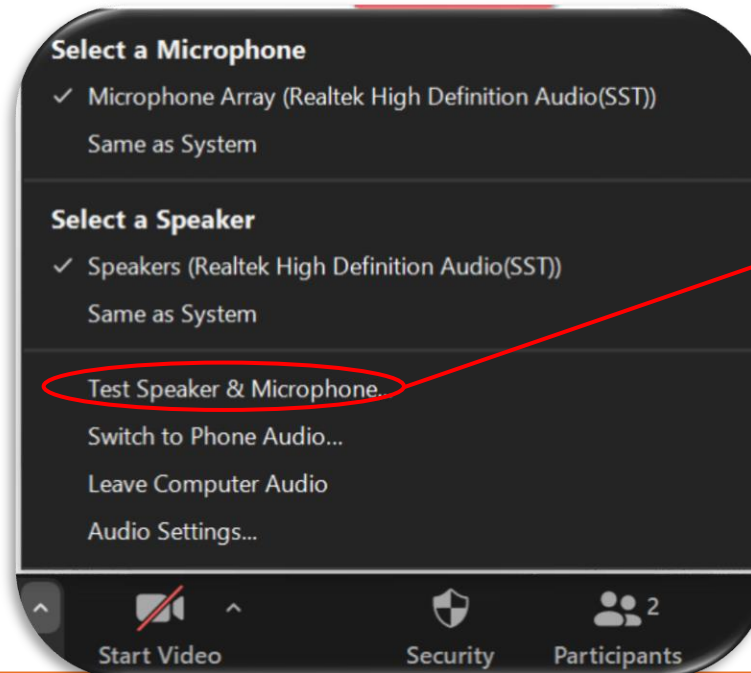
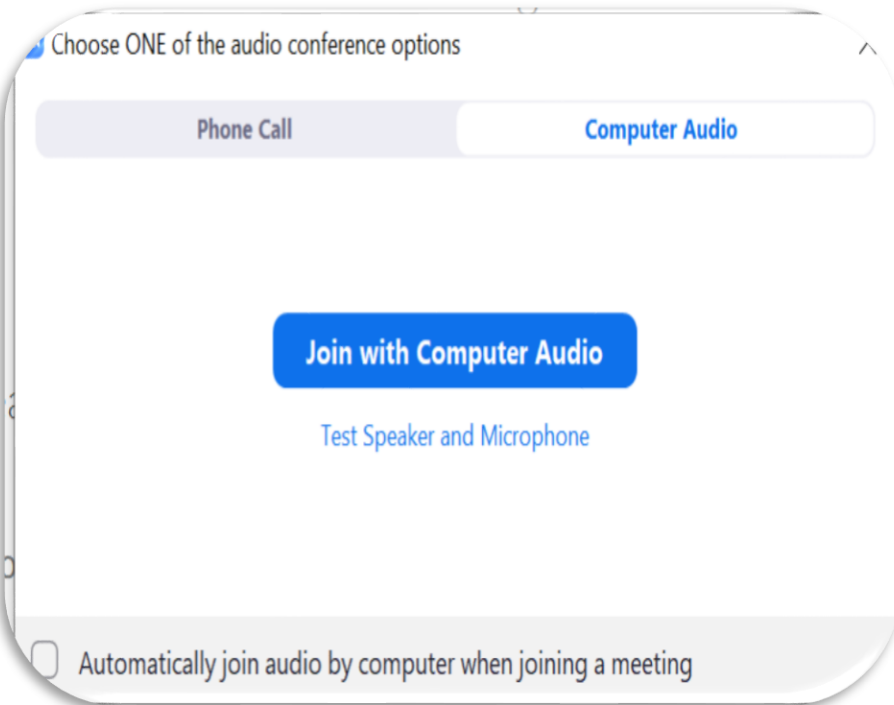
↑  
Chat

↑  
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



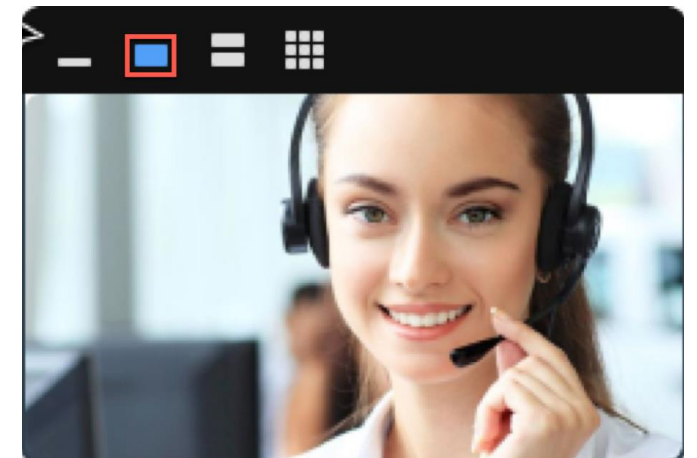
# Presenter and Interpreter Layout

- Depending on your layout, you may see the presenters and the American Sign Language (ASL) interpreter or only the ASL interpreter



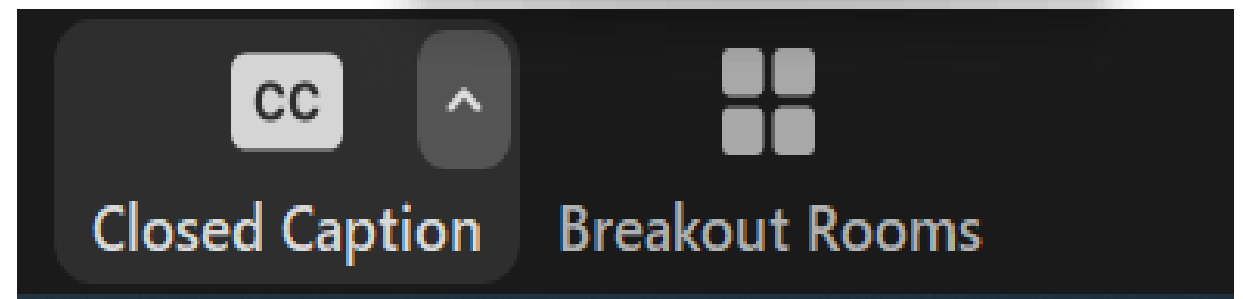
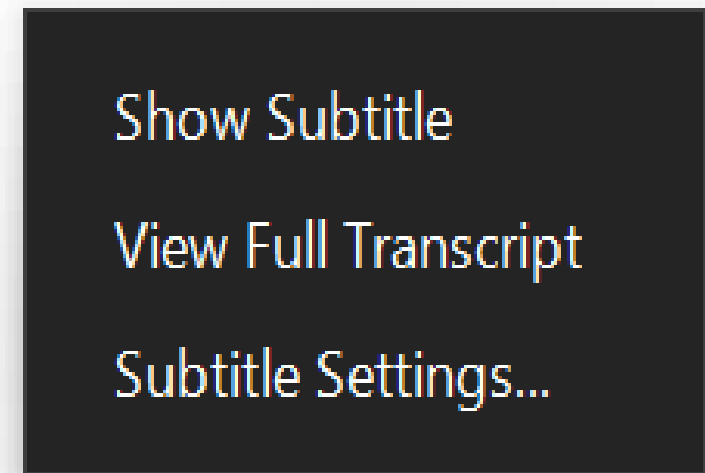
← Gallery View

Active Speaker View



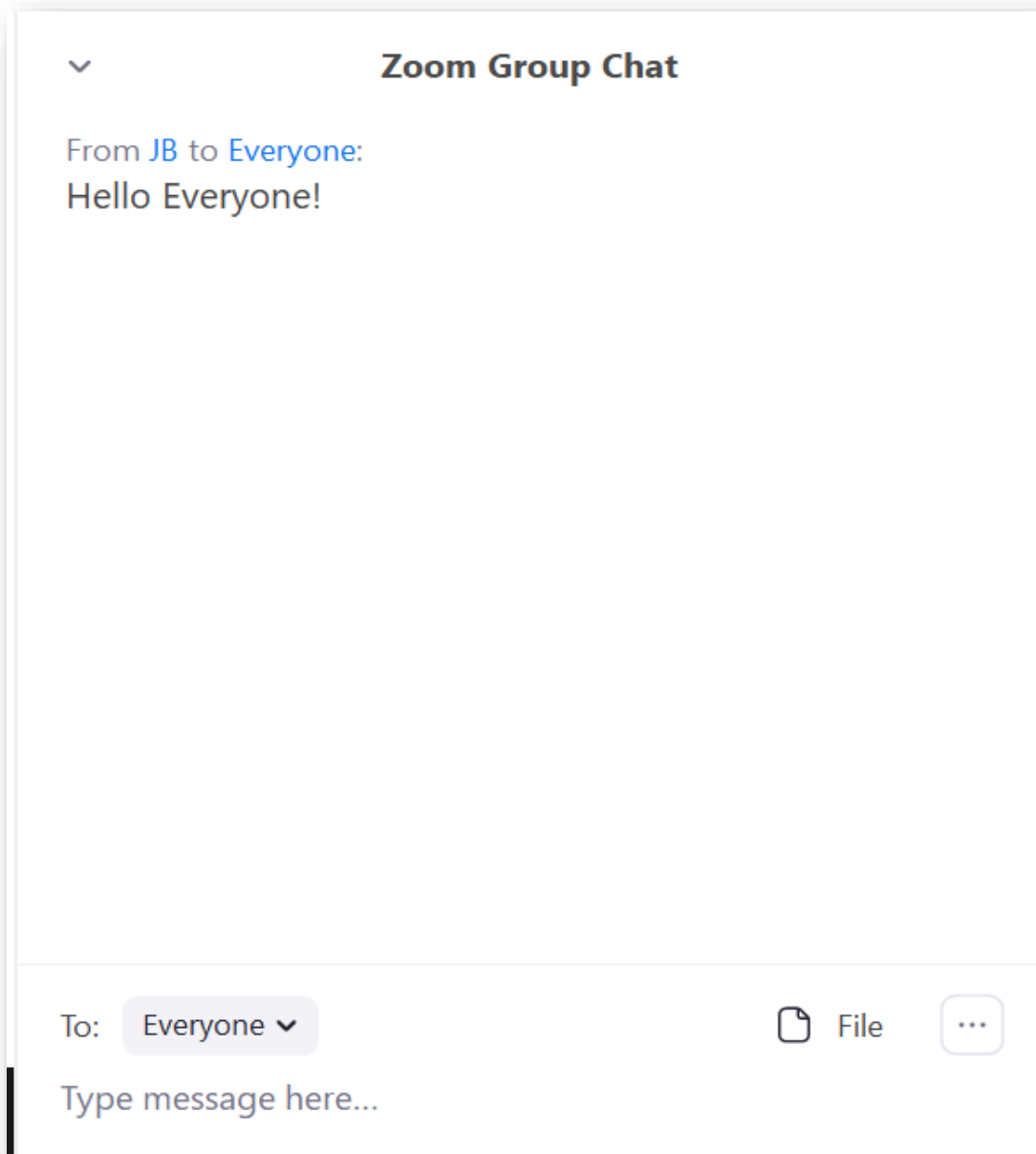
# Closed Captions

- 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



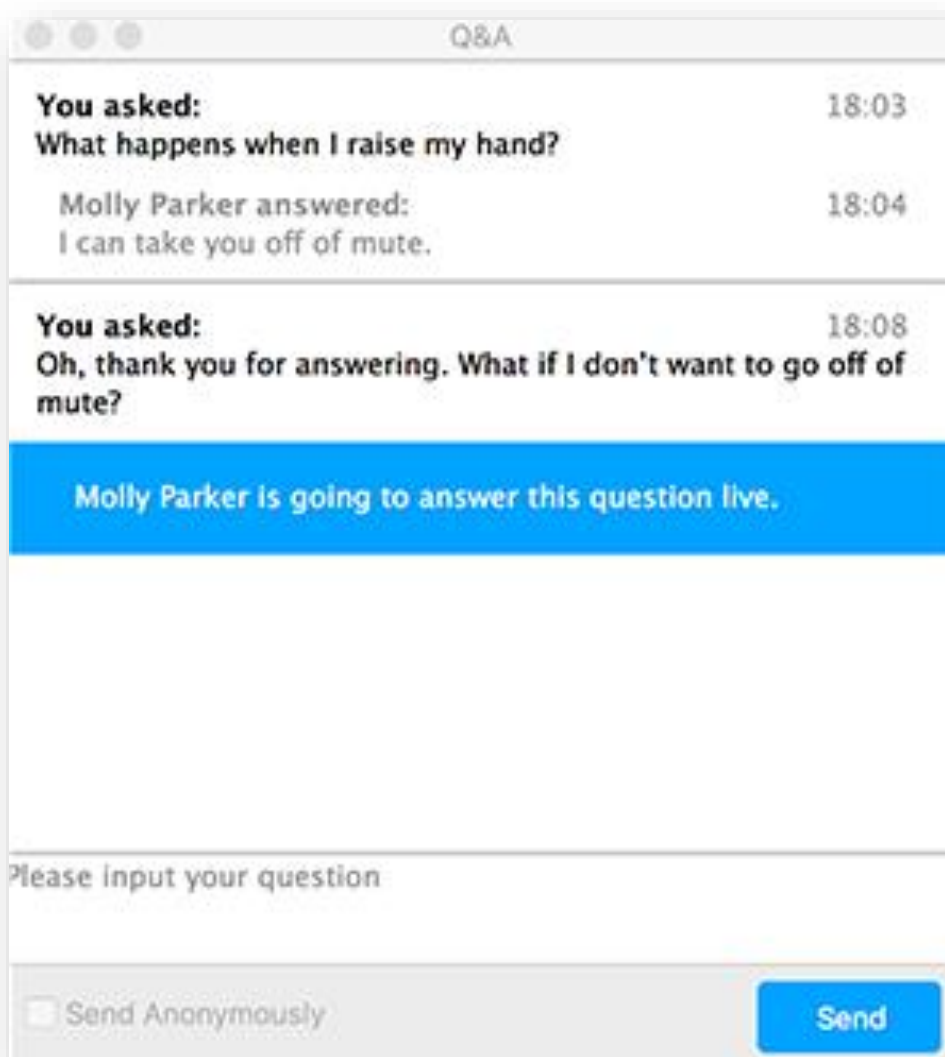
# Chat

- You can send chat messages to the host, panelists, and 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?



A screenshot of a web-based Q&A interface. The window has a title bar with three small circles and the text "Q&A". The main content area shows a list of questions and answers. The first question is "What happens when I raise my hand?" asked at 18:03, with an answer from Molly Parker at 18:04 stating "I can take you off of mute." The second question is "Oh, thank you for answering. What if I don't want to go off of mute?" asked at 18:08. Below the second question is a blue banner that says "Molly Parker is going to answer this question live." At the bottom of the window is a text input field with the placeholder "Please input your question", a checkbox labeled "Send Anonymously", and a blue "Send" button.

Q&A

**You asked:** 18:03  
What happens when I raise my hand?

Molly Parker answered: 18:04  
I can take you off of mute.

**You asked:** 18:08  
Oh, thank you for answering. What if I don't want to go off of mute?

Molly Parker is going to answer this question live.

Please input your question

☐ Send Anonymously Send

- 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

- 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

## Polling 1: Polling Questions

1.What is your favorite color?

☐ Red

☐ Green

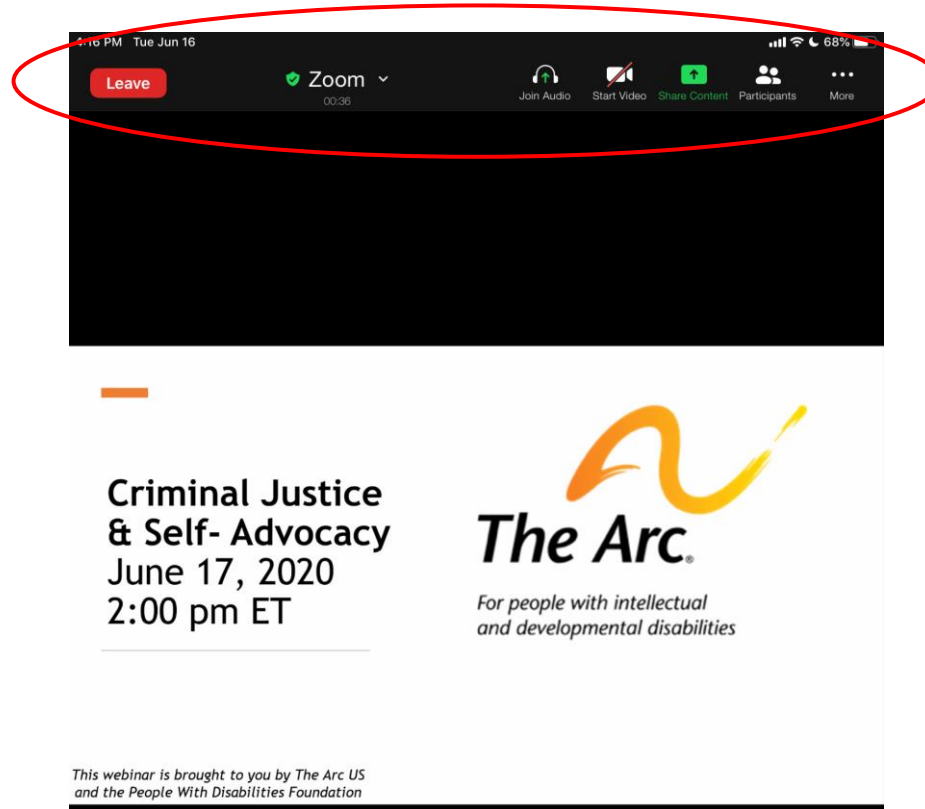
☐ Blue

# 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

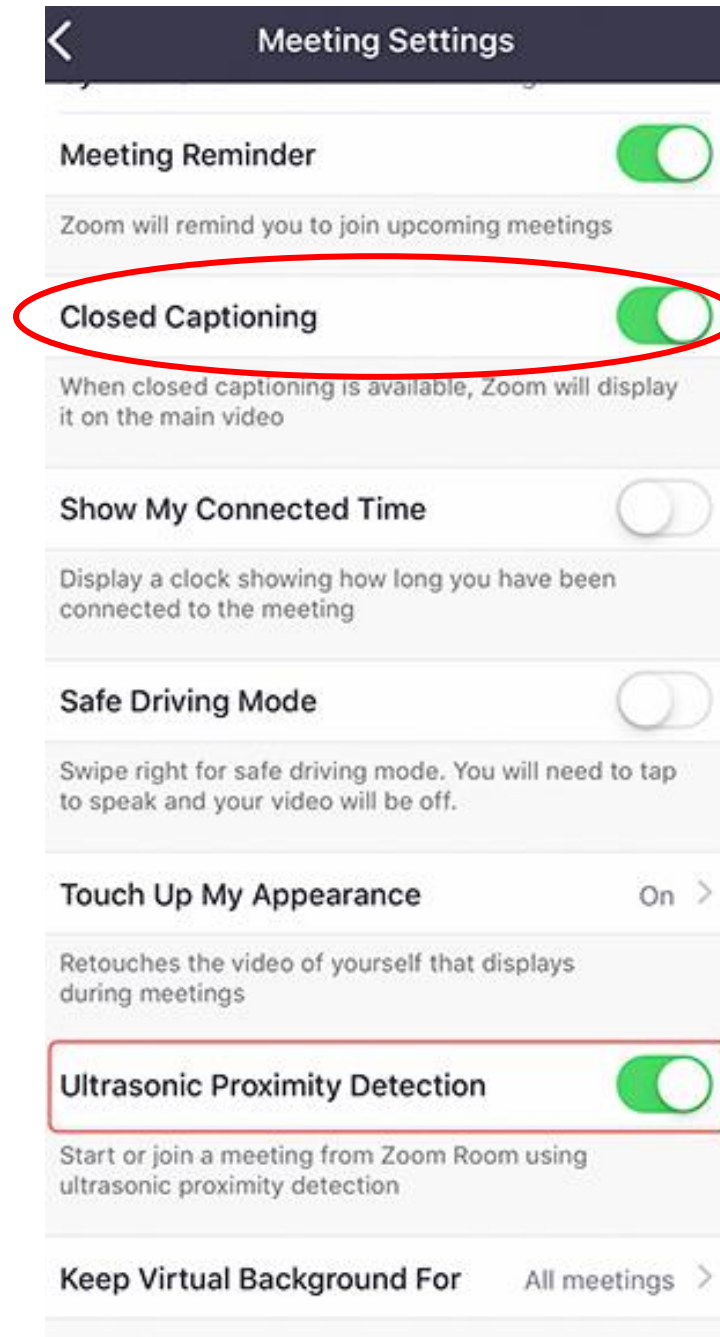
## Participant Q&A

- 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](mailto:NCCJDinfo@thearc.org)

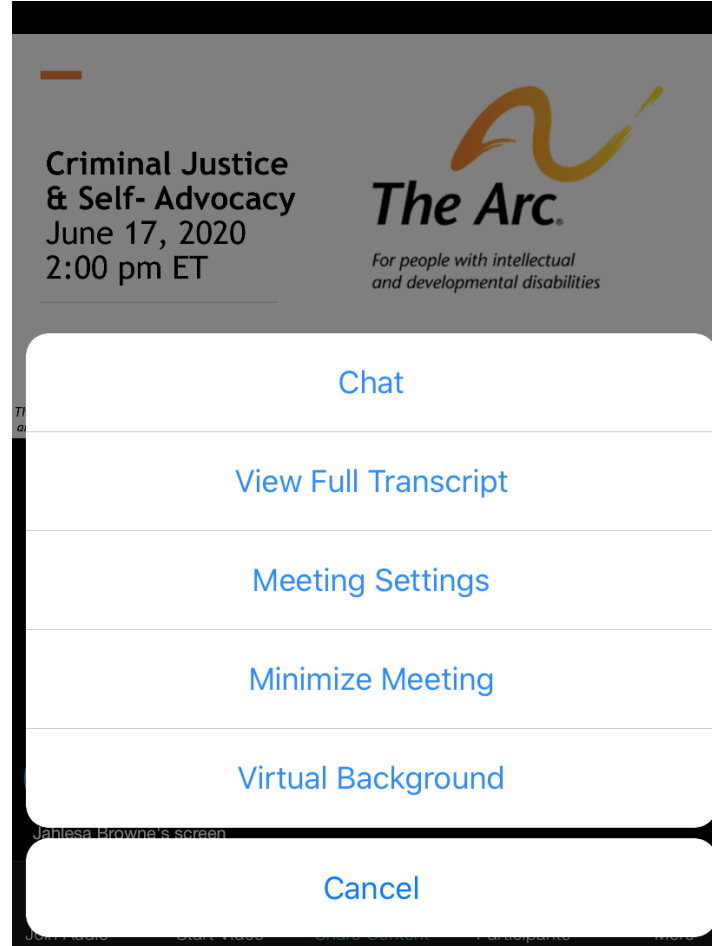
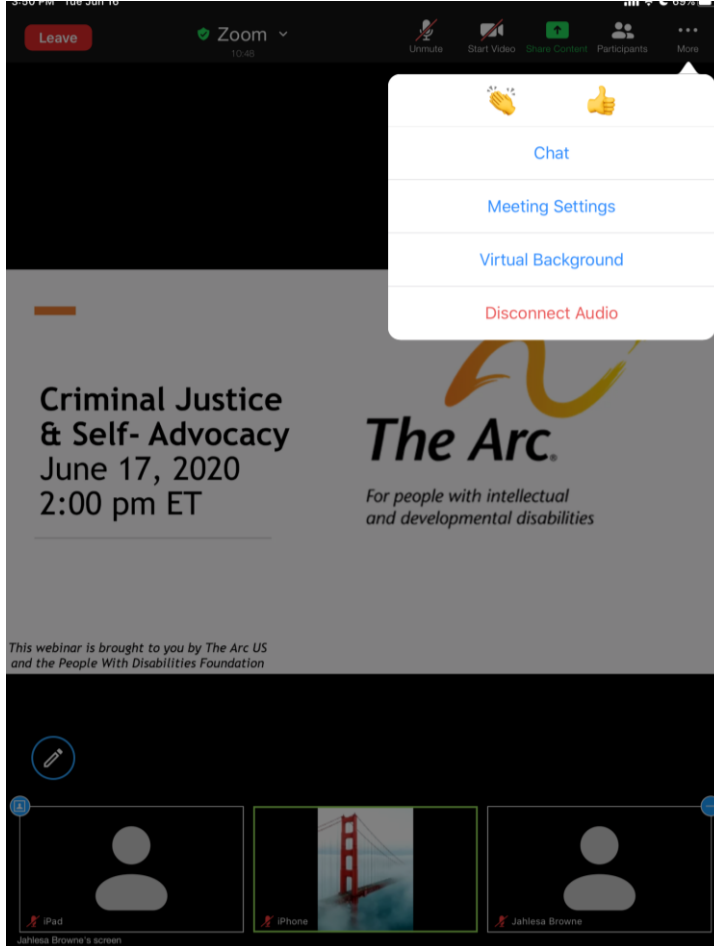


# Closed Captions

- 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

| Feature          | Zoom Webinar<br>General Sessions and Webinars                       | Zoom Meeting<br>Breakout Sessions and Meetings   |
|------------------|---|--|
| Audio Sharing    | Participants join in listen-only mode and cannot 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

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