Accessible Online Event Planning

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Hello!

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Overview

- ❏ Background Information

- ❏ Promoting Your Event
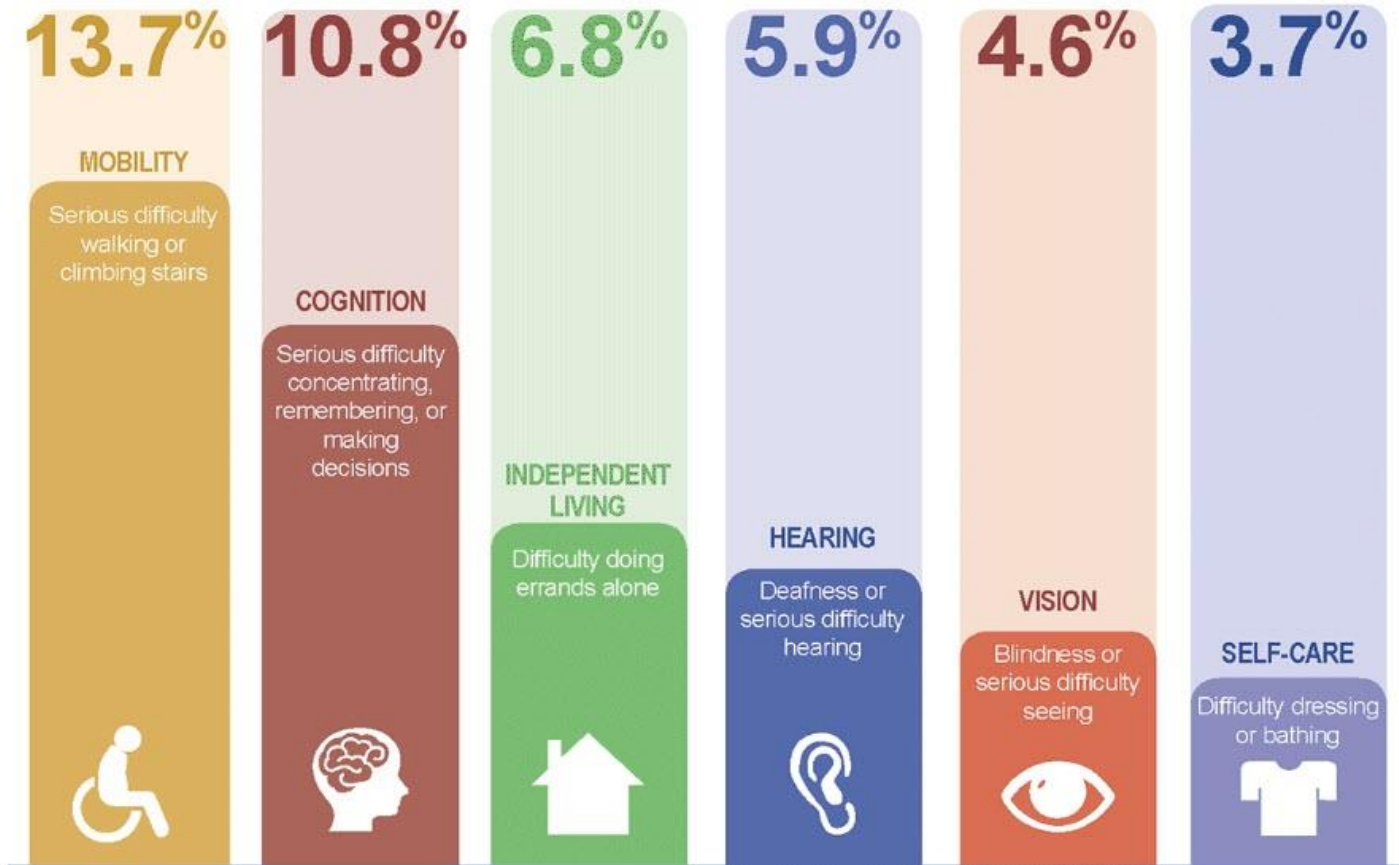
- ❏ Preparing for a Virtual Event

- ❏ Event Execution

Background Information

1 in 4 American adults

live with a disability

Percentage of adults with functional disability types

13.7%

MOBILITY

Serious difficulty walking or climbing stairs

10.8%

COGNITION

Serious difficulty concentrating, remembering, or making decisions

6.8%

INDEPENDENT LIVING

Difficulty doing errands alone

5.9%

HEARING

Deafness or serious difficulty hearing

4.6%

VISION

Blindness or serious difficulty seeing

3.7%

SELF-CARE

Difficulty dressing or bathing

Credit: Centers for Disease Control and Prevention

Disability Statistics

Online Resource for U.S. Disability Statistics

FIND
Disability Statistics

Select a topic below to access the disability statistics interactive search tool.

American Community Survey (ACS)

2008-2018 [2]

- Prevalence
- Employment Rate
- Not Working but Actively Looking for Work
- Full-Time / Full-Year Employment
- Annual Earnings
- Annual Household Income

DOWNLOAD
Disability Status Reports

National and state-level reports presenting prevalence and relative economic status of people with disabilities

2017 Disability Status Report Webinar available

[View Webinar]

Status Reports: PDF

ACCESS
Research Tools

Detailed information on dozens of national level disability data sources

Rehabilitation Dataset Directory
The Rehabilitation Dataset Directory is an easy to use searchable database to help rehabilitation researchers identify datasets relevant to their areas of interests.

View Webinar

Rehabilitation Research Cross-

Promoting Your Event

Social Media Best Practices

- Include contact information on your account

- Add alt text to every picture and GIF
- Keep language simple
  - #LibrariesAreAwesome

Alt Text Suggestions

- Be specific and descriptive

- Aim for fewer than 125 character

- Not necessary to say "photo of…" or "image of…"

Twitter

CWU

Come to our exciting event on Wednesday, October 14th at 6:00 p.m. in room 152!
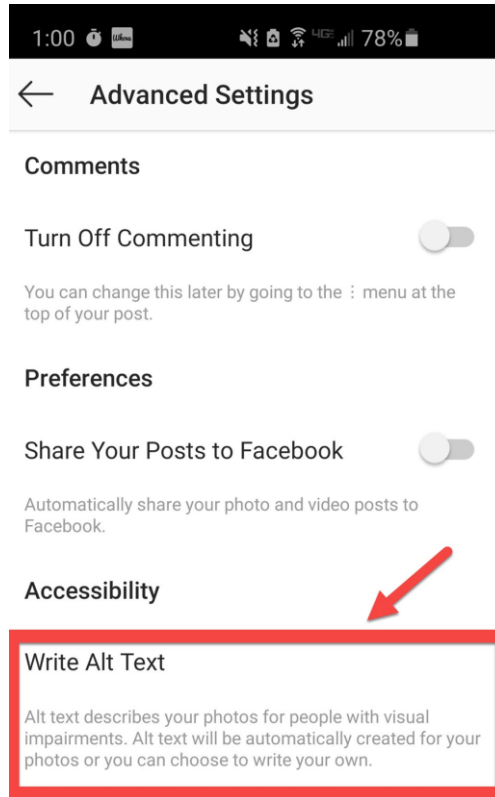
Edit

Tag people   Add description

Instagram
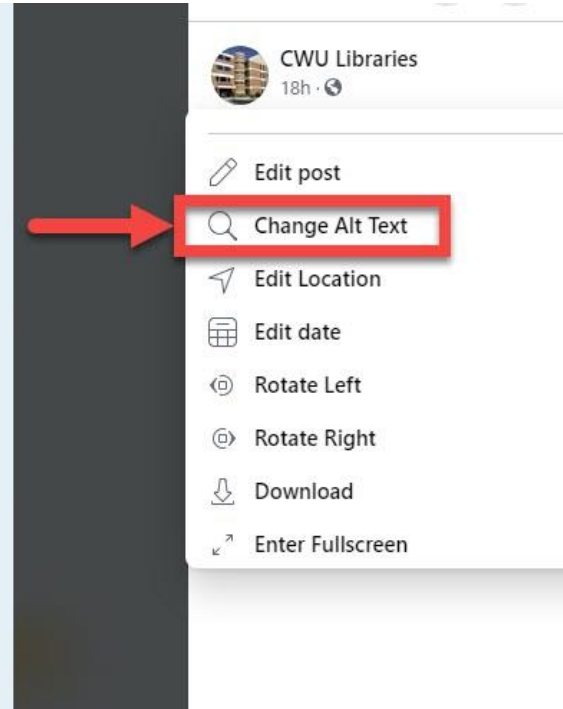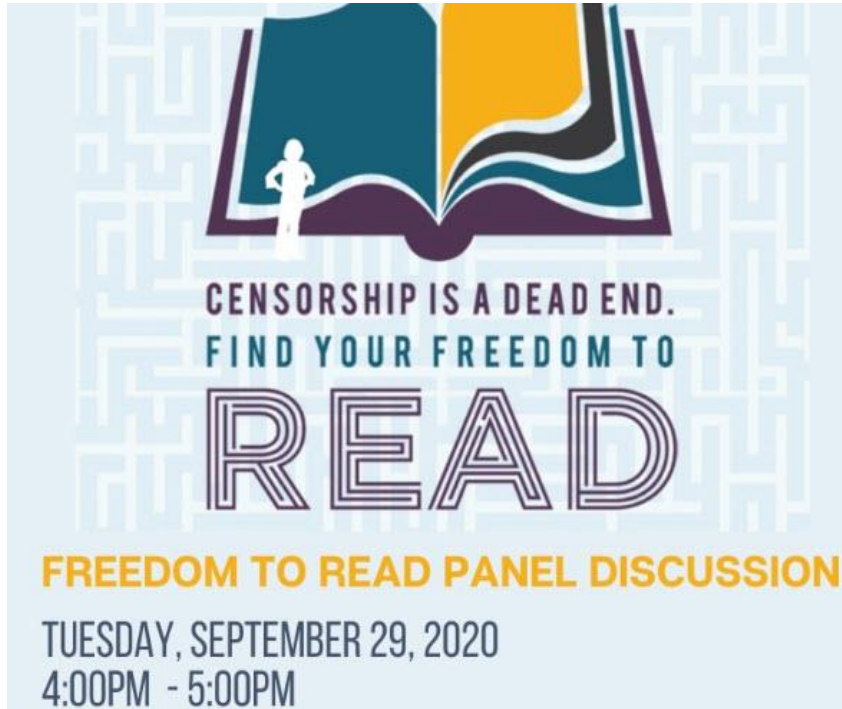
Instagram

- Video editor app

- Low cost - $4.99

- Edit captions

Facebook

Representation Matters!

- <u>Disabled and Here</u>

- <u>Disability:IN</u>

- <u>Pexels</u>

- <u>Unsplash</u>

Credit: Disabled and Here

Ableist Language to Avoid

- Turn a blind eye

- Fell on deaf ears

- Wheelchair bound
- Special needs

Terminology

- Diabetic adult vs. adult with diabetes

- National Center on Disability and Journalism

Abnormal/abnormality

Background: "Abnormality" is a word used to describe a condition that deviates from what is considered normal. It can be appropriate when used in a medical context, such as "abnormal curvature of the spine" or an "abnormal test result." However, when used to describe an individual, "abnormal" is widely viewed as derogatory. The phrase "abnormal behavior" reflects social-cultural standards and is open to different interpretations.

NCDJ Recommendation: The words "abnormal" or "abnormality" are acceptable when describing scientific phenomena, such as abnormalities in brain function. However, avoid using such words to describe a person. Referring to someone who does not have a disability as a "normal person" implies that people with disabilities are deviant or strange. "Typical" can be a better choice. Be cautious when using the term "abnormal behavior." Explain what it means in the context in which it is being used.

AP style: Not addressed

Registering for the Event

- Provide details (e.g. start & end time, format, etc.)

- Add a field asking patrons if they require an accommodation

Registering for the Event

Please answer the following questions:

Which state does your library operate in? [dropdown ▼]

What best describes the setting of the library?
- ○ Urban (located in major city)
- ○ City
- ○ Suburban
- ○ Rural

What is the size of population your library serves *(full-time equivalent)*?
(numeric values only)

[   ]

Next >>

Before the Event

- Check presentation materials are accessible

- Send presentation materials out to attendees in advance
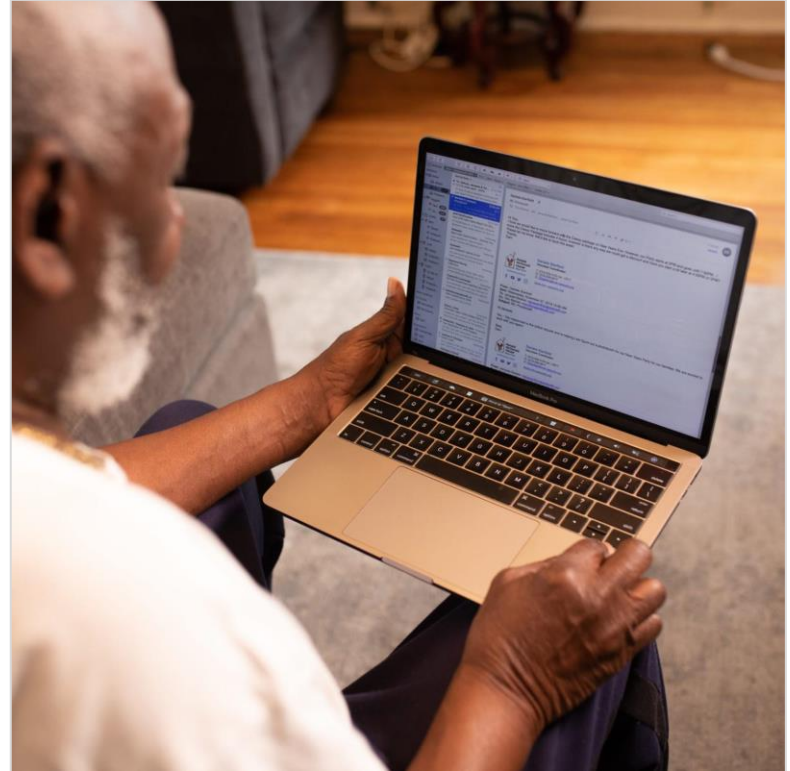
Multiple entry points
- Zoom audio
- Phone
- Video recording

Provide a human contact
- Questions? Call Joe (555-555-5555)

Low stakes test-drives
- Give it a try *before* the event!

Keep in Mind

How you felt when
- a computer wasn't working as expected. Be patient.
- a mechanic or doctor explained something using jargon. Speak plainly.

Build on prior knowledge, and make connections.

Multiple uses for terms- Chat
- Is it online text-based instant messaging?
- Is it a conversation on the phone?

General Tips

- Use fonts that are large and simple (Arial, Times New Roman, etc.)
- Use good color contrast practices
- Mute participants upon entry

Specific Zoom Settings

- Customize font size of chat and closed captioning
- Keyboard shortcuts for navigation
- Compatible with screen readers
- Select to auto-transcribe recorded meetings

Audio Type

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

- ● Telephone and Computer Audio
- ○ Telephone
- ○ Computer Audio

Closed captioning

Allow host to type closed captions or assign a participant/third party device to add closed captions

Save Captions

Allow participants to save fully closed captions or transcripts

Language Interpretation

Allow host to assign participants as interpreters who can interpret one language into another in real-time. Host can assign interpreters when scheduling or during the meeting.

Keep interpreters with the participants who request them

Ensure the interpreter is added to the same breakout room as the person using the interpreter

- Assign groups ahead of the event
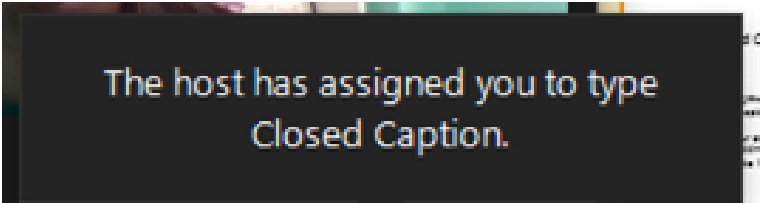- Manually create the breakout rooms during the event

Zoom Closed Captioning

You or someone you assign can type the closed captions directly via Zoom

You can integrate a third party service using an API

NOTE: Most real-time captioning integrations have a fee for service

The host has assigned you to type Closed Caption.

Cloud recording

Allow hosts to record and save the meeting in the cloud

- ☑ Record the active speaker view
- ☐ Record the gallery view
- ☑ Record an audio only file
- ☑ Save chat text from the meeting

Advanced cloud recording settings

- ☑ Add a timestamp to the recording ⑦
- ☑ Record thumbnails when sharing ⑦
- ☐ Optimize the recording for 3rd party video editor ⑦
- ☐ Audio transcript ⑦

[Save] [Cancel]

Record on this Computer
Record to the Cloud

Invite   Manage Participants   Share Screen   Chat   Record
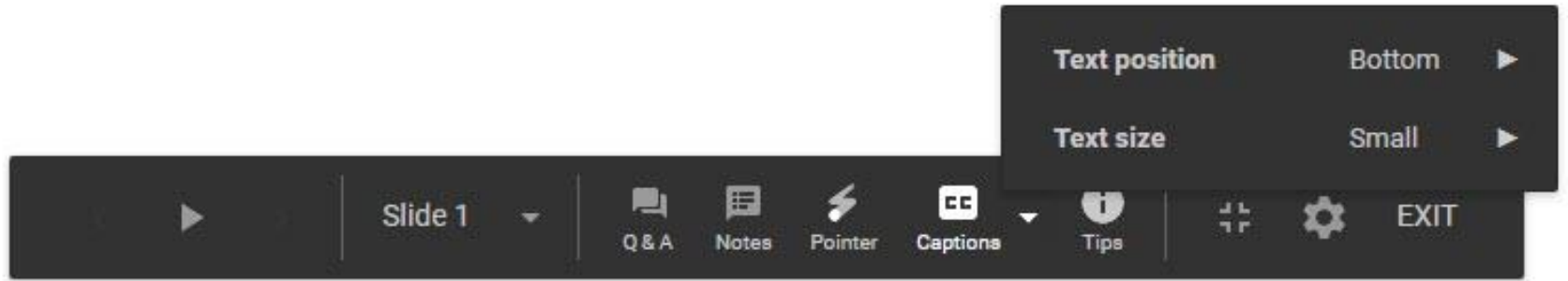
Event Execution

Captioning Using Google Slides for Live Events

Captioning and Transcript Tools

- **oTranscribe** - Open source, free transcription web app that allows users to transcribe and play audio or video files within one place.

- **Amara** - Allows users to caption and subtitle any video for free. Users have the option to pay for captioning or translation services.

- **YouDescribe** - Free web-based platform for adding audio descriptions to YouTube videos.

General Tips

- Describe visual content
  - Will help anyone with a visual disability or who has connected by phone

- Repeat questions that are asked through chat before answering

Post-Event

Follow Up

- Send materials (e.g. slides, recording) to participants

- Manually caption video recordings if necessary before uploading or sharing

Successful Events @ CWU Libraries

- Cultural Conversations
- Haiku and limerick contests
- Archives and museums crawl

Suggested Resources

- Cornell University's Disabilty Statistics

- Ableist Language to Avoid

- Disability Language Style Guide

- Ensuring Virtual Events Are Accessible for All

- Accessibility from Zoom

- Zoom | Usability & Web Accessibility from Yale University

- ACRL Presents: Quickly Implementing Accessibility Tools

Thank you!

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Photos: Unsplash & slide design: SlidesCarnival