



SACRAMENTO
STATE

ACCESSIBLE EVENT GUIDELINES

AMERICAN SIGN LANGUAGE
AND CAPTIONING ACCESS AT
SACRAMENTO STATE EVENTS

2021

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background

In alignment with the [University Anchor Initiative](#) and the [University Antiracism and Inclusive Campus Planning Initiative](#), Sacramento State is committed to ensuring an inclusive campus for all Students,



Faculty, Staff and the campus community at large. As part of these commitments, everyone must ensure all learning activities, including events and programs, are inclusive and accessible so everyone can fully participate. Relative to American Sign Language Interpreting and Real Time Captioning, this guidance is provided to ensure accommodations and technical/ programmatic access is a consideration at the onset of event and meeting planning.

Our Institutional values are shown through our actions, and addressing the opportunity gap for individuals with disabilities begins with inclusive practices. What we as a campus demonstrate for our Faculty and Staff becomes part of our collective culture. Providing people with an opportunity to inform event planners what they need to fully participate in events is an easy practice with significant impact across campus. Arranging and providing accommodations indicates support for Faculty, Staff and Students while modeling inclusive language and practices.

HOW CAN WE BE INCLUSIVE?

How we plan and talk about inclusive practices influences others. Enhancing awareness of inclusive practices and creating an accessible meeting or event where everyone is comfortable participating as their authentic self enhances our campus community. Challenge event formats which limit or prohibit individuals with disabilities from participating fully in events. The way we have hosted events in the past may be problematic; listen to individuals concerns and work with them to build solutions. Building an ecosystem of belonging and a socially just workplace happens with each event at Sacramento State.

This document outlines technical and programmatic considerations for planning accessible events, advertising the accommodation requests and the process for obtaining services when an attendee has

made a request for ASL or Captioning services. Every individual involved in hosting and planning events should take responsibility for physical, programmatic and technical access by asking questions and supporting an inclusive event planning schema.

Many areas of planning an inclusive event overlap with the [Sacramento State Event Planner's Training Guide](#). Although this guidance addresses ASL and Captioning for events, general requirements and advice from the SSEP Training Guide aligns with this document.

WHY THIS GUIDANCE IS NECESSARY

In addition to the Initiatives outlined above, there are state and federal laws protecting individuals with disabilities in employment, education and within their communities. Sacramento State is active in the process of ensuring our values of diversity, equity, and inclusion are integrated into the core functions and operations of our University in order to realize educational equity and the full benefits of having a diverse and inclusive campus. The Division of Inclusive Excellence, The Office of the President and the Office of University Events are available for consultation, collaboration and support in these endeavors.

The [Americans with Disabilities Act](#) (ADA) has many provisions for public accommodations. This guidance aligns with the ADA premise that an individual with a disability enjoys equal benefits and privileges enjoyed by others. Sacramento State aims to remove systemic barriers which prevent individuals from participating in all aspects of campus life.

Event organizers are expected to include information regarding what accommodations are being provided and/or instructions for how to request accommodations in their promotional or advertising materials. Recommendations, tools and guidance regarding ASL Interpreting and captioning services follow in the pages of this document, however, these may not be fully comprehensive at the time of publishing.

Most Deaf and Hard of Hearing individuals know they will need to make accommodation requests when attending events. The aim is to provide the best environment for participants by listening to what works best for them; do not assume every Deaf or Hard of Hearing participant will make the same request. While Sacramento State strives to make all events accessible, only provide services when they are directly requested for events. Be mindful about adding services in a performative way. There are a small number of service providers for a larger number of requests; the goal is to provide equity and inclusion where and when it is needed.

As a side note; not all Deaf individuals use ASL Interpreters and/or Captioning. It is important to not equate these services with inclusive access, as Deaf people have their own preferences based on language use and situation. **Accommodation is a process, not a deliverable.** Communicate with individuals who request accommodation to determine what will work best for the situation at hand. Should requests for accommodation other than ASL interpreting and/or Captioning be received from Faculty or Staff, contact the Sacramento State [Human Resources ADA Analyst](#) for further help.

FUNDING FOR ASL & CAPTIONING SERVICES

For non course related requests, the Staff ASL Interpreter from the College of Education tracks requests and services at this time. This is required for coordination of the services and reconciliation of invoices. Data is kept regarding campus-wide events, indicating which division, department, and college is receiving the services and the length and type of services. In-Kind services are tracked and can be shared as needed/required. Generally speaking, the records are confidential; however some high level statistics can be shared upon request.

ROLE OF THE SERVICE PROVIDERS

American Sign Language (ASL) Interpreter

ASL Interpreters are often thought of as providing a service for Deaf people, but actually, they provide both Hearing and Deaf people the ability to communicate with one another. In the context of the work you will do with ASL interpreters, remember the benefit hearing people receive should be equal to that of the Deaf person.

While it may seem that an ASL Interpreter's role is to simply facilitate communication between spoken and signed languages, the work is very complex. Effective interpreting requires a high level of fluency in both ASL and spoken English, a broad world knowledge, and a deep study on the professional and ethical conduct of interpreting. Additionally, ASL Interpreters working in higher education often must prepare in advance for the level of subject matter or jargon in events and meetings. Specialized knowledge and the ability to understand nuances of language require thought in pairing an event with a particular ASL Interpreter.

As Sacramento State has an American Sign Language and Deaf Studies Degree program, you may see students using ASL on campus. It is not appropriate to use a student or non-certified interpreter for Campus events or classes. Most ASL Interpreters complete extensive interpreter training after completion of a 4 year degree and work with Deaf mentors before becoming nationally certified; which is the minimum requirement for employment in the field.

Deaf Interpreter

A Deaf Interpreter (DI) is a person who is Deaf and trained in using native or near native language skills to Interpret for Hearing and Deaf consumers. Often, the services of a DI are used when an event is open to the public and would include a large variety of Deaf attendees. DIs are used when performances include poetry, music or are planning for many hours of viewing. Often a DI will work with a hearing Interpreter (HI) to bridge cultural and linguistic gaps which may not be possible for a HI working alone.



Real Time Captioner

A Real Time Captioner (RTC) is a person who records what is being spoken, in real time. This can be done in person or virtually, and projected for an audience or individual. RTC providers are expected to provide services with an accuracy rate at or above 95%, however any materials provided in preparation will increase accuracy and speed. RTC can provide an edited version of the transcript after an event and this should be requested ahead of time. Some RTCs will provide captions inside a Zoom event/meeting as a line by line service, and others have a separate location to display the transcript for viewers.

TERMS & DEFINITIONS

Accessibility

The definition of "accessible" used by the *Office of Civil Rights and the U.S. Department of Education* regarding inaccessible IT is as follows: a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. The person with a disability must be able to obtain the information as fully, equally, and independently as a person without a disability.

Accommodation Point of Contact

This person should be someone who has a substantial role in the planning of the event. They will work in a collaborative role as a point of contact for attendees who request ASL and/or Captioning.

Auto Transcription In a virtual event, Zoom has integrated features to allow for automatic transcription of the speakers in the main meeting/event space (NOTE: Auto Caption is not functional in breakout rooms.) While these features do not rise to the level of accuracy provided by RTC services, the accuracy is around 80%, and can be helpful for meeting attendees not requesting accommodations. These transcripts can be saved, edited and used for captioning an event recording for future use. More information can be found at [IRTs page on Teaching with Zoom](#).

Event

An event is defined as any gathering (taking place in-person or virtually) not related to education instruction or regular departmental office procedures. Events may include, but are not limited to the following examples: seminars & speaker series, conferences, symposiums, conventions, forums, picnics and BBQs, festivals, receptions, dinners, check presentations, special ceremonies, and convocations. If you are unsure if the gathering you are planning is considered an event, you can contact the [Office of University Events](#) for clarification and guidance.

Team Interpreters

A number of considerations impact the decision to hire multiple ASL interpreters for a given event. When requesting services, a discussion regarding the format of the event will include the considerations for the composition of the team, and the number of Interpreters needed. Sacramento State continues to follow Interpreting Industry best practices for events and meetings.



planning considerations

For an event to be successful, the host/presenter must know the audience. With this in mind, knowing about accommodation requests and how they will be addressed in an event can help guide the event agenda and program. While this is not a complete list of all possible considerations, these examples help inform the preparations.

- Have a script for the Host, Co-host and other individuals involved in hosting the meeting. Include times, speakers and any shared content. Share documents with the ASL interpreters and/or captioners ahead of the event.
- Share an agenda and housekeeping or ground rules for the meeting. Participants enjoy understanding how they will spend time in events and the shared protocols for being together.
- An ASL Interpreter cannot interpret what they do not understand. In order to provide the best experience for an attendee, provide materials such as scripts, slides and/or background materials for which can help provide knowledge of the content and context for the event. This should be handled by the accommodation point of contact for the event.
- Whether in person or virtual, the presentation and ASL Interpreting and Captioning display need to be seen by the audience at all times. Consider their placement along with the objectives of the event to ensure they are compatible.
- As ASL and Captioning are visual communication they require time to produce. This means often, the message for the Deaf and Hard of Hearing attendees is 3-7 seconds behind other participants. Additionally, the attendee cannot glance away for extended periods of time to view additional slides or visual aids and still follow the speaker. Knowing these services, the presenter can modify the presentation to give time for attendees to locate and process this visual information.
- Interpreters will only be interpreting what they hear. If there are long text passages displayed on screen, consider allowing for 'silent reading' so that all attendees have the same experience. Conversely, should there be information displayed to review/view, describe where and/or what the

object is, rather than saying “here” or “there”.

- For virtual events, use chat sparingly, as it is one more visual element taking away from viewing the Interpreted and/or Captioned message. The distraction of following the chat takes away from the Speaker/Presentation in many instances.
- During a virtual event, when reading questions from the chat box, make sure to restate the question before answering it. This will ensure that both the question and answer are interpreted for participants.
- Take breaks regularly. Taking a short pause from every 10-15 minutes will provide participants a moment to check the chat or type a question, and provide time for team interpreters to switch onto the screen. Depending on what elements are shared and the view of the attendee, they may take a few seconds to find the video feed of the ASL interpreter after the switch, as well.
- Remember not to ‘blame’ the Deaf people and/or AS Interpreters for technical or programmatic changes. Using ASL on video conferencing changes the layout/format for a presentation - we must turn off our cameras or talk one at a time- these practices help EVERYONE focus and obtain a clear message from the speaker.

More extensive information about the diverse population of Deaf and Hard of Hearing people can be found at the [National Deaf Center](#).

TECHNICAL CONSIDERATIONS FOR VIRTUAL EVENTS

At Sacramento State, the main virtual platform used is Zoom. Zoom is versatile as a meeting platform which allows the participants to manipulate the elements on screen as they wish. While this can be a benefit for those who are versed in the technology, it can be overwhelming for an unfamiliar participant. With this in mind, the following technical considerations are provided for planning the most effective and comfortable event.

- Assign a Technical Contact for in-event troubleshooting. This person can be a co-host and re-name themselves “Tech Help” or “Zoom Engineer” in the participants panel so attendees can message them for help.
- If the Chat feature is enabled, consider allowing for private messages. This allows participants to direct their chat to specific individuals in the meeting.
NOTE: the host of a meeting can always see the chat messages, if they have enabled their settings to download chat once the event has ended.
- Ensure the Auto-Transcribe option is toggled on. [Here](#) is a short video explaining how to enable this feature. There is an option to allow participants to save transcripts of the meeting/event.
NOTE: Auto Captions are not functional in breakout rooms.

While everyone with an “@csus.edu” email address has access to Zoom’s meeting platform, there is also the limited use Zoom Webinar format for some events and/or meetings. The main benefit of using the webinar platform is the ability to ‘force’ the attendees to view their screen with a layout determined by the host of the event. This means the view of the ASL interpreters and the presenter can be fixed for all viewers in the live event, which can be recorded with the interpretation for future viewing. To request the use of the Webinar License, [contact IRT](#) as soon as possible.

TECHNICAL RESOURCES FOR HOSTING EVENTS IN ZOOM

IRT has developed an [extensive repository of training regarding using Zoom](#). Although this resource was designed for teaching, there are modules which are helpful specifically in the controls available to hosts to manage the technology and participants. IRT has developed a number of tip sheets which can be shared should a participant need more assistance including, but not limited to:

- [Enabling Side by Side Mode](#)
- [How to enable AI captioning in Zoom](#)
- [How to spotlight participant videos](#)
- [How to change your Zoom virtual background](#)

Links to the IRT Resource Page and more can be found at the end of this document on Index Page E.

PREPARING FOR INCLUSIVE EVENTS

The Division of the President, University Events Office, is responsible for the oversight of all events and the education and training of event planners on the Sacramento State campus. Sacramento State [Event Planners Workgroup, \(SSEP\)](#) has developed extensive guidance on Event Planning and protocols. [The SSEP Training Manual](#) specifically indicates general requirements for all events. This document provides supplemental considerations for events with ASL and/or live captioning.

NOTE: Accommodation requests for student courses and course related activities are handled by [Services to Students with Disabilities](#). Should requests for accommodation *other* than ASL interpreting and/or Captioning be received from Faculty or Staff, contact the Sacramento State [Human Resources ADA Analyst](#).

Campus wide, event hosts and event organizers are expected to include accommodation language in all promotional or advertising materials information. When the planning of an event begins, one of the earliest tasks is to assign the role of coordinating accommodation requests from attendees. This person should be someone who has a substantial role in the planning of the event. They act as liaison for the participant, service providers and the Staff ASL Interpreter before, during and after the event to ensure

those involved planning and presenting are aware of accommodation requests and the services which will be rendered at the event. Individuals planning the event are able to address technical and programmatic issues and plan for the event to be inclusive. Documenting the process can be done using this guidance on the [Accommodation Matrix](#).

Every event should submit an [Event Notification Form](#) at the onset of planning their event. This form allows for entities across campus to be aware of the scope and nature of events. Key groups and stakeholders are copied on the request and will have information about areas of activities which they may have programmatic interest in, or other requirements. This cross sharing of information assists in data tracking and compliance.

ADVERTISING WITH ACCOMMODATION REQUEST LANGUAGE

In all advertising for the event include the accommodation request language described below (if not included as registration questions). Edit the following statement with the name of the point of contact person's email and/or phone number and the appropriate date, 7 to 10 days prior to the event. Include this statement in all event advertising and/or electronic registration.

If you require ASL or Closed Captions to attend this event, please email <email address of accommodation point of contact> by <date 7-10 days ahead of event>.

A very small number of events across Campus will be hosted and advertised as including American Sign Language Interpreting and Real Time Captioning. This is done because the expectation is the entire Campus will attend. Approval for these services is done collaboratively with ASL Staff and members of the campus Deaf Community. As a rule, the President's office and most University-Wide events will provide ASL and Real Time Captioning and will be advertised with explicit language indicating so. For those *rare* events which are pre approved to include ASL and Captioning please include the below language:

This event will include American Sign Language Interpreters and Real Time Captioning. Should you need additional accommodations, please reach out to <name of accommodation point of contact> at <phone/email> by <date 7-10 days ahead of event>, or as soon as possible, to make a request.

You can also consider utilizing one of the universal symbols below when advertising your event.



*Universal Sign Language Symbol.
(often indicates that interpretation will be provided)*



Closed Captions Symbol (indicates that closed captioning will be provided)



International Symbol for Deafness (often indicates there are services available for Deaf individuals)



*Universal Symbol for Accessibility
(indicate access for individuals with limited mobility)*

REGISTRATION INFORMATION

Whether the event is in person or virtual, registration tools can be employed to collect data, including accommodation requests. There are free tools available, including Qualtrics and Trumba, as well as integrated virtual registrations for Zoom events/meetings. IRT has information and training on how to use these tools for registration of events. Check the [IRT Sac State Tools for Teaching](#) online page. Tutorials are Canvas based and explain the steps for using various registration and meeting tools.

CUSTOMIZE ZOOM REGISTRATION WITH ACCOMMODATION REQUESTS

The host can enable registration and customize the registration process inside Zoom.. Using a registration feature or electronic RSVP allows for automation in collecting accommodation requests. As a rule, make Name and Email address required. The Host can then customize additional registration questions by clicking on the “Question Tab” and adding an optional short answer question. Following the guidance above, the host can copy/paste this statement: “If you require accommodations such as ASL or Real Time Captions for this event, please indicate so in the box below.” Click all the required registration fields, such as Name and Email, however, leave this custom short answer optional.

OBTAINING REQUESTED ACCOMMODATIONS

When the event accommodation point of contact receives notice of an accommodation request for an event, contact the Sacramento State ASL Staff Interpreter as soon as possible. Depending on the nature of the event and the request, it may take time to discuss and refine services for the event. Provide information about the specific request made, the role of the requestor (presenter or attendee) and contact information for the requester. Depending on the format of the event, the ASL Staff Interpreter may work directly with the requester to ensure the best match of accommodation. Assistance with technical and programmatic issues can be addressed in these conversations, both for Zoom settings and tips for inclusive meeting practices, based on the unique goals of the event.

When there are no accommodation requests for ASL/RTC, the Event Notification Form and the Accommodation language in all event advertising are the only two requirements, and no services would be provided. Indeed, advertising ALL events with the accommodation request language indicates values of inclusive practices within your organization.

FEEDBACK AFTER AN EVENT

Each event has a set factors which make it unique and offers an opportunity to learn what worked and where we can improve. Be open to receiving feedback from attendees, especially those who requested accommodations. Deaf and Hard of Hearing people are experts when it comes to what works for them. It is important to listen to feedback, even if it is critical, as it can help further refine future event accommodations and a broader understanding of the language oppression and microaggressions Deaf and Hard of Hearing people experience. If mistakes are made, understanding the impact on attendees can help guide future planning efforts to be more collaborative and effective. Document and share the feedback with others in the planning group. The more we understand one another, the better we can do when it comes to access and inclusion.

PREPARING FOR VIRTUAL EVENTS

Below are recommendations for both the accommodation point of contact and the host/co-host for before, during and after virtual events to help guide inclusive practices.

SETTINGS FOR ENABLING AN INTERPRETER AND/OR CAPTIONER TO JOIN

The Host of the Zoom meeting is the person who creates the link- the meeting settings will default to these Zoom Account settings. Inside the profile settings, DISABLE "Only Authenticated users can Join meetings" and "Only authenticated users can join meetings from Web client". Because ASL Interpreters and Captioners are outside vendors, they do not have @csus.edu email addresses. Add a meeting password for additional security, as needed.

DURING THE EVENT

Remembering there are many visual distractions when there are more items on screen, consider laying the foundation for meetings/events in a slide. Below are some ideas for inclusive meeting ground rules.

- Enable Auto-caption feature, even if there are no requests for captioning. This allows participants to click the CC button in their control panel and view auto generated subtitles and/or transcripts for the meeting.
- Ask attendees to use real first and last names and pronouns (see guidance regarding pronouns after this section) in the participant box in order to correctly identify people. This can be done individually by each user by clicking on the participant icon in the bottom control panel, finding oneself, then right clicking on the name, selecting "more" and then "rename". Type in your real first and last name. The Host and/or Co-host can also do this for anyone who does not know how or cannot find their controls.
- Mute audio and video when participants are not speaking. This allows the ASL Interpreter and the person presenting to be the focus on screen.

- Use the “Raise Hand” feature to indicate comments/questions from participants. Using this feature moves the participants name to the top of the participants list. The host or co-hosts can easily see the icon and recognize the person, unmute them, and their video can be shown as they comment/ask a question.
- To minimize the number of photo panes for those non video participants, click the ellipses in the upper right hand corner of any non video participant, and select “Hide non Video Participants.” This allows only those on video to be displayed.
- When recording, choose the cloud recording option due to the improved playback and sharing that is part of this option.

ASL INTERPRETATION WHEN SCREEN SHARING

ASL and screen sharing works best when the participants are using Slide by Slide mode or two separate monitors. Using Gallery View with all non-video participants hidden allows the presenter and interpreter to be the focus of the viewer.

SPECIAL CONSIDERATIONS WHEN RECORDING A VIRTUAL EVENT/MEETING

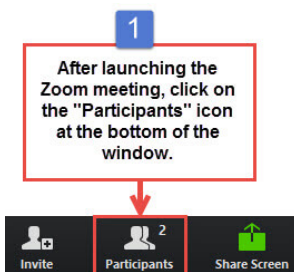
When recording an event/meeting, a Host will spotlight the ASL interpreter’s video in Zoom. To do this, select active speaker view (one large video feed with smaller video feeds above it). Right-click on the interpreter’s video and select “Spotlight Video”. This will make it so the interpreter can consistently and clearly be seen in the *live session and any recording*.

NOTE: If you are interested in *live streaming* an event, please request a consultation from [Creative Services](#).

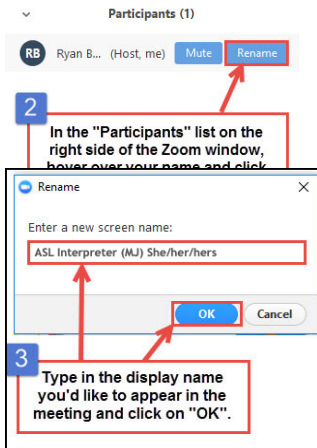
CHANGING NAMES & ADDING PRONOUNS

Using someone’s correct gender pronouns is one of the most basic ways to show your respect for their identity. Please follow the directions below when working in Zoom, as we aim to advance the knowledge of using everyone’s correct gender pronouns and strive for a more inclusive

via State University Sacramento.



To change your name after entering a Zoom meeting, click on the “Participants” button at the top of the Zoom window.



2 In the "Participants" list on the right side of the Zoom window, hover over your name and click

3 Type in the display name you'd like to appear in the meeting and click on "OK".

Next, hover your mouse over your name in the "Participants" list on the right side of the Zoom window. Click on **"Rename"**

Enter you full first and last name and your pronouns, e.g., (She/Her/They) in the window and click on **"OK"**.

For more information on pronouns and why we suggest them, [click here](#).



CAMPUS CONTACTS FOR ACCOMMODATIONS

College of Education (COE) – COE Staff ASL Interpreters coordinates ASL and Captioning for CSUS events which are directed at, or involve, Faculty and/or Staff.

Contact asl@csus.edu or michele.vincent@csus.edu.

Human Resources (HR) – Art Delao, ADA Analyst, coordinates accommodation requests for employees in the daily functions of their work.

Contact Art at adlao@csus.edu.

Services to Students with Disabilities (SSWD) – SSWD provides ASL/CART for courses and academic requirements for currently enrolled Sac State students. To be eligible for services, students must submit an audio-gram, SSWD application and any other documentation as well as meet with an Access Coordinator.

Contact sswd@csus.edu.

ADDITIONAL TOOLS AND RESOURCES

*Google slide deck: Inclusive Mtg/Practices at Sacramento State 1/6/21

[Example Housekeeping Slide](#)

[Event Planners Training Guide](#)

[Template Minute by Minute Script](#)

ACCOMMODATION RESPONSIBILITIES MATRIX

Document your planning of inclusive events here.

Event Title: Event Date: ENF_Completed by Name: Date:	Dates and Timeframes:	Additional Details:
<input type="checkbox"/> Event Accommodation Point of Contact: Name: Email: Phone:	<input type="checkbox"/> Name this individual at the first meeting to discuss the event/event planning.	<input type="checkbox"/> Review responsibilities and outline dates.
<input type="checkbox"/> Planning group determines if registration tools will be used	Event Registration Tool to use: <input type="checkbox"/> Zoom <input type="checkbox"/> Qualtrics <input type="checkbox"/> Trumba <input type="checkbox"/> Other:	Registration Link:
<input type="checkbox"/> Planning group determines appropriate accommodation language statement	Determined Accommodation Language:	<input type="checkbox"/> Ensure all advertising copy contains this language.
<input type="checkbox"/> Advertising published Date: Requested by: Date Requested:	<input type="checkbox"/> Contact <u>Staff ASL Interpreter</u> (asl@csus.edu) Date:	Request for: (1 or more) <input type="checkbox"/> ASL <input type="checkbox"/> Real Time Captions <input type="checkbox"/> Other:
<input type="checkbox"/> Notified Event Presenter(s) of request Date: <input type="checkbox"/> Shared programmatic and technical considerations Date:	Deadline to Receive Presentation Materials from Presenters: _____ <input type="checkbox"/> PowerPoint/Slides <input type="checkbox"/> Speech text/Scripts <input type="checkbox"/> Programs/Agendas Suggested Event Host Materials: <input type="checkbox"/> Production Script/Run of Show <input type="checkbox"/> Facilitation Guides <input type="checkbox"/> Other:	Documents received <i>(list of Docs/Dates)</i> : <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Media Review Date: <i>Captioning on videos for meetings and events are required</i>	<input type="checkbox"/> Staff ASL Interpreter to ensure all media is captioned and/or resources for Captioning Media	Location of Captioned media <i>(Info or Link)</i> :
<input type="checkbox"/> Forward Materials to Staff ASL Interpreter <i>(you can share this tool for up to date links)</i>	ASAP, but no later than 7-10 days prior to the event	

<p>Event Host/Cohost(s):</p> <p>Event Producer:</p> <p>Event Moderator:</p> <p>Other Important Event Contacts:</p> <p>Link to Event <i>(if virtual):</i></p>	<p>Event Moderator will:</p> <p><input type="checkbox"/> Mute/Unmute</p> <p><input type="checkbox"/> Assign Captioner</p> <p><input type="checkbox"/> Moderate Visual Content</p> <p><input type="checkbox"/> Moderate Audio Content</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Event Related Docs (links):</p> <p>Event Agenda (link):</p> <p>Scripts (link):</p>
<p><input type="checkbox"/> For virtual events, confirm settings with Host/Co host(s) and Presenter(s).</p>	<p><input type="checkbox"/> As needed, arrange a practice session prior to the event/meeting</p>	<p>Practice Session</p> <p>Date:</p> <p>Time:</p> <p>Link:</p>
<p><input type="checkbox"/> Post-Event Feedback Meeting</p> <p>Date:</p> <p>Time:</p> <p>Link:</p>	<p>Who should attend:</p>	<p>Notes and follow up:</p> <p><i>(link doc or take notes here)</i></p>

CHARACTERISTICS OF AN ACCESSIBLE & INCLUSIVE EVENT (CHECKLIST)

- [] There is an individual identified as the Accommodation Point of Contact on all advertising who attendees contact to request sign language interpretation, captioning and/or other accommodations.
- [] The meeting platform and the software in use at the meeting or event is vetted by IRT as being accessible to screen readers.
- [] The programming is formatted to include objectives/outcomes, agendas and as needed, a script of presenters, materials and roles of individuals providing support for the meeting.
- [] Materials, meeting agendas and documents are provided in accessible formats prior to the event to service providers and attendees, whenever possible.
- [] Use the "Video On When Presenting" policy. This allows attendees to identify the speaker and focus on the content without excess visual information. When a question or dialogue is happening, limit the number of videos to those actively speaking.
- [] Identify yourself by name before speaking or presenting. Not only is this helpful for all attendees to identify the speaker, but this practice is helpful for persons who cannot see the speaker and those using ASL or Captioning as well. .
- [] Speak clearly and slowly at a medium volume, have a plan or objectives for each segment of the event/meeting and allow for silent times for attendees to view the chat box and shared screen **without comments from presenters.**
- [] Implement a hand-raising technique to help to ensure participants do not speak over one another.
- [] Share your screen if you are presenting and describe any visual information, including photos.
- [] Share and read out loud any important details in the instant messaging box such as links to documents and questions raised.
- [] Plan an informal and friendly interaction by adding a "face flash" moment at the beginning or end of the agenda. This allows everyone some screen time for a quick smile and wave. Some events even add music and a quick 60 second dance session.

RECOMMENDED PLATFORMS & RESOURCES (IRT)

Sacramento State's Information and Resource Technology (IRT) Department offers a variety of software and tools to Sacramento State faculty and staff, many of which can be utilized in virtual event planning.

- ZOOM** This cloud-based audio/video web conferencing and recording application facilitates meetings for groups of 300 and webinars for groups of 3,000. Zoom from a desktop, laptop, tablet, or a smartphone. Conduct or attend live webinars, or pre-record and post ondemand videos or presentations. Features such as screen share, live chat, polling and breakout rooms help engage your audiences, and built-in universal accessibility features connects participants of all abilities. For more info on Zoom, visit tinyurl.com/sacstate-Zoom.
- TEAMS** Office 365 Teams provides you with a chat-based workplace, where file-sharing, conversations, and tasks happen in the same place. Teams also has a webinar/video conferencing tool available. For more info, visit tinyurl.com/sacstate-teams.
- TRUMBA** Sacramento State's Campus Event Calendar is powered by Trumba, a calendaring system that can also be utilized as a registration form for events! For more information visit tinyurl.com/sacstate-trumba.
- ONEDRIVE** Save and share files with free online storage. Quickly open and save OneDrive files in Office apps like Word, Excel, PowerPoint, and OneNote. OneNote files can be shared with group in and outside of the University, so it is ideal for communication and file sharing with external groups, as well as internal groups.
- QUALTRICS** Qualtrics is the Campus' solution for creating and managing advanced survey instruments, distributions, data storage and analysis. This flexible system can be used for simple file uploads, event registration, event surveys, and much more, and can be utilized to collect level 1 and 2 data.

For a complete list of the IRT software catalog, go to tinyurl.com/sacstate-irtcatalog.

Please note, IRT also includes the Accessible Technology Initiative (ATI), dedicated to helping the campus supporting a range of technology tools, services and resources to ensure a University-wide standard of inclusion and accessibility for teaching and learning for all Faculty, Staff and Students. Visit their website at www.csus.edu/information-resources-technology/ati/ to learn more.