

Hearing Accessibility: Event Planning Checklist



Captioning: All meetings and training events, live or virtual, must have captions.

- In the planning, choose which method (automatic or live captionist) you are using for captions for your event.
 - Check for automatic captioning capabilities from the video account or within the presentation format. You will need to check your Zoom account settings prior to beginning a meeting where you are the host to ensure that the closed captioning/live transcript settings are switched on.
 - Familiarize yourself on how to use the captioning capabilities or contact the Deaf/Hard of Hearing (DHH) initiative for help.
 - Please be aware that opening web pages or using breakout rooms during a meeting will result in the loss of captions.
 - If opting for live captioning, contract with a live captionist immediately after the event date is set.
 - Contact the designated staff member for your office to make captioning arrangements.
 - Verify the arrangements have been made and send the meeting/presentation link and API token to the designated staff person for your office to forward to the captioning agency. Without the API token, the live captionist would have to be designated within the video account during the session.
- Start the captions at the beginning of the each session and after any breaks.
- All sessions and videos must have white captions that are on a dark background.
- Captions are not a running transcript. Captions are to be on the screen at the same time as the presented material.
- Practice turning on the captions for embedded videos, prior to the session. Check the accuracy of the embedded captions.
- Edit captions for accuracy before releasing or posting in a more permanent aspect.
- In a virtual setting, ensure that the live captionist is included appropriately in the breakout rooms.

Captioning





Interpreters: as requested

- Determine whether any participant has requested accessibility accommodations for this event. (This should be a collaboration between the designated staff member for your office and the consultant leading the event). If an interpreter has been requested, the designated staff member for your office should verify that the agency was contacted and an interpreter(s) has been procured for the event.
- Consultants and the designated staff member for your office should collaborate to ensure that all materials (slides, handouts, etc.) and the links are sent to the interpreter in advance and on the day of the session.
- Introduce yourself to the interpreter prior to the session to set up communication guidelines for exchanges. Determine cues for pacing or pauses for missed information.
- For in-person events: (For longer sessions, a team of interpreters will work together and switch as needed.)
 - Set-up a dark/solid background for interpreters in order to provide good visual contrast for participants utilizing interpreting services.
 - Make sure the interpreter has a microphone to voice questions, comments, discussion for participants.
 - At large group events, arrange for the interpreters to be broadcast on a projection screen.
- For virtual events: (For longer sessions, a team of interpreters will work together and switch as needed.)
 - Present the communication protocol to all participants with pin, hide screen, etc directions.
 - For the session and the breakout rooms, ensure the interpreters are included appropriately on the screen so that attendees can easily view the speaker, content, and interpreter on the same screen. Ask interpreters to include the identifier "ASL Interpreter" in their screen name.
 - When presenting, it is important that the presenter leaves their camera on while speaking, as there may be Deaf/Hard of Hearing attendees who rely on multiple modalities - including lipreading - in order to access the information.

Interpreters



Microphones: All meetings or sessions, live or virtual, must use microphones for auditory information. If there are more than two tables at a live meeting, use a microphone.

- All speakers, presenters, participants, and interpreters must use a microphone when speaking during the session.
- Contact the building technology team to ensure availability and set up of a working microphone/table microphone to pass to participants (and possibly interpreters) during the sessions.
- Ensure all spoken commentary is broadcast over the microphones to all participants and for recording purposes.
- Ensure that all equipment is charged 24 hours prior to the presentation. Know how to access backups and batteries, if needed.

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