**Logo

Description automatically generated**

**Zoom Guide[[1]](#footnote-1)**

# Quick Facts

* Click the meeting link on the schedule found on the Symposium website to access sessions.
* [Install Zoom](https://zoom.us/download) prior to the Symposium. You can also join without it directly from a browser but with fewer options.
  + Try to become familiar with Zoom before joining the symposium sessions, especially the audio and video settings for your privacy and comfort. If you want assistance with these features, please visit [Zoom’s Help Center](https://support.zoom.us/hc/en-us/categories/201137166).
* Participate in live chat during your session!
* Closed Captioning, ASL, and other accessibility options are available; ask the Host if you require assistance.
  + Closed captioning will be provided at all sessions
  + ASL will be provided upon request, except during the opening and closing keynotes
* Access copies of presentations will be available on the symposium program located on OSU ADA30 Blog

# Participating

**Hosts and Tech Support**

**Hosts:** Hosts start and stop the meetings, as well as control the recording (if applicable) and how and what images are displayed. Hosts introduce, keep time, and field questions for panelists. Hosts can call for Tech help. They will include “Host” in their name to help identify their role.

**Tech Support:** OSU Information Technologies (IT) will be available at all sessions for tech support related issues before and during the session. Tech Support will also be available to answer questions one-on-one for problems with connectivity and other logistical concerns. You can request help from OSU IT real-time tech support through the “chat” mechanism on Zoom. Privately message OSU IT technician on duty for that session regarding your technology issue.

**The Host should announce this protocol at the beginning of each session:**

**Asking Questions:** Address Questions for Presenters in the Chat privately to “Moderator [Name],” or to “Everyone Attn: Moderator [Name]." Address accessibility or Zoom problems in the Chat privately to “Host [Name],” or to “Everyone Attn: Host [Name]."

**Mute/Unmute:** When you enter a session, your mic will automatically be muted and your video off. Presenters must turn theirs on. This is important because an open microphone in a larger meeting can create feedback and other distracting noise. The Moderator or presenters will let the audience know if there is also an option to participate using the audio.

**Chat:** Let’s talk to each other! The in-meeting open Chat lets you send chat messages to the larger room, the Host, the Moderator, presenters, and other attendees. You can send chats privately by selecting a person’s name or to the whole group by selecting “Everyone” the drop-down menu. Please note that depending on the size of the session, Hosts and panelists may not be able to answer individual attendees.

# Visual/Audio Options

**Captioning:** CART Captioning will be available at all sessions. Please note that in Zoom you need to click the CC button to access this function. The button will give you the option to view captioning as subtitles (with optional sizing), or to view the transcript as it is updated. Transcripts will be available after the conference.

**ASL Interpretation:** For the opening and closing keynotes, open ASL interpretation will be provided. You can request ASL interpretation for all other sessions when you register.

# For Presenters

**Access Copies:** You must supply access copies of presentation materials to the Symposium organizers. Access copies go to the Captioners and Interpreters. The OSU ADA30 Program Coordinator will request access copies from presenters by [date].

**Name your file(s) like this: “Session Date \_Last Name\_Material Type.”** For Example:“May 3\_Smith\_Text” or “May 3\_Smith\_PPT slides” etc.

**Practice:** If you are new to Zoom, practice. You can get a free account anytime and search Zoom and YouTube for tutorials.

elp Desk online after you Check-In, or by email to: [sds@disstudies.org](mailto:).

* **Please arrive at your room 15 minutes early**. Have all your materials open on your desktop so that you can [share your screen](https://it.umn.edu/zoom-share-your-screen) when you present. When it is your turn to present:
* **Speak slowly and clearly**. You may get a “Slow Down” request.
* **Identify Yourself and Pause:** An important consideration is to develop a culture of beginning a question or comment by identifying yourself, saying “Dimitri speaking.” If you are referring to something being shared on screen or to the Chat feature, please pause to give time for all participants to follow.

**HAVE FUN!**

1. This Zoom Guide is adapted from the Society for Disability Studies’ Zoom and Tech Guide (2020). [↑](#footnote-ref-1)