Glenn College Tips for Virtual Events and Webinars

Requirements

Live Captioning is required for live virtual events (must be a human captioner, not an A.I. service).

- Ohio State's live captioning policy recognizes the university's obligations under applicable state and federal laws. Under the digital accessibility policy, **accurate captioning of live online events and webinars is required** by the Minimum Digital Accessibility Standards unless the event has an approved accommodation-based exception request.

- **What is an "event" for the purposes of live captioning?**

  Anything that is not a regular business or class meeting. For example, anything where invitations are sent, registration is taken, or participants from outside the university are being invited to participate; especially if events are effectively open to members of the general public.

- **What if the audience is known in advance and no one requires captioning as an accommodation?**

  You may not need to provide live captioning under this scenario but still requires an approved accommodation-based exception to ensure the appropriate communications and accommodations strategies are in place.

- **Live Captioning Vendors –** estimated to cost $100-200/hour

  - PRI: Sarah Tsekretsidis, email: priadmin@priohio.com (http://www.priohio.com/)
  - CaptionSync, schedule online: https://www.automaticsync.com/captionsync/
  - Additional Vendors: Click here.

Security

- CarmenZoom meetings and webinars **require a passcode** as of July 30, 2021.
- Once you have started a meeting or webinar, review the Security and Chat settings.

CarmenZoom: Meeting or Webinar?

- View ODEE's comparison chart to decide if your event should be a meeting or a webinar.
- **Elaine McLoughlin-Overholt** has a webinar license for up to 500 attendees on her CarmenZoom account and can host your webinar, or, you can request a webinar license by submitting this form.

Best practices

- Schedule time for the host and presenters to **test their connection and equipment** prior to the event.
- Prepare speakers for your expectations: **attire, background/setting, background interruptions, etc.**
  - If audience **Q&A and/or chat** will be encouraged, prepare a plan for who will monitor questions.
- Review all of your Zoom meeting/webinar **settings** prior to starting (ex: Mute attendees upon entry…)
- View ODEE's CarmenZoom Tips