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