

Glenn College Tips for Virtual Events and Webinars

Requirements

- 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.
- [CarmenZoom automated captioning](#) (powered by Otter.ai) may be used in all but the following circumstances:
 - Events that are expected to have more than 200 participants
 - Events that communicate critical legal, financial, or medical information
 - Events that communicate timely information or that require immediate follow-up action by participants
 - Events whose participants are known to require captions or that are focused on disability-related topics
- **Live Captioning** is required for live virtual events that meet one of the criteria above.
- **Live Captioning Vendors** – estimated to cost \$100-200/hour
 - CaptionSync, schedule online: <https://www.automaticsync.com/captionsync/>
 - PRI: Sarah Tsekretsidis, email: priadmin@prioio.com (<http://www.prioio.com/>)
 - Additional Vendors: [Click here](#).
- **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.

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](#)