Presenter Briefing Notes for Zoom

Pre-Webinar – Slides / PowerPoint

- We recommend using a laptop or a desktop computer for your webinar, rather than a tablet or mobile device

- Please prepare 10-15 slides, ensuring these are accessible. We recommend PowerPoint as we've found this works best for screen-sharing

- If you include images in your PowerPoint, please use Alt Text. You can do this by right-clicking on the image and 'Edit Alt Text' which allows you to write 1-2 sentences to describe the image for someone who is blind or has low vision

- Please send us your slides at least 48 hours in advance so that we can share these with our Auslan interpreters and attendees with access needs

Acknowledgement of Country

- The host will begin with an Acknowledgement of Country

- We encourage you to also do your own acknowledgement if you wish and suggest attendees share in the chat where they are joining from

- Let us know your language/clan group (if relevant) and which Country you will be presenting from so that we can share this with the Auslan interpreters in advance

Auslan (Australian Sign Language)

- Two Auslan Interpreters will join us for your webinar

- They will switch their video on and off throughout to indicate when they are swapping over, as they will share the interpreting of your session

- They will join us 15 mins before your webinar starts, so you will have an opportunity to meet them

- Please share any Pronouns or unfamiliar words that you might be using in your webinar with them (i.e. names of software systems, organisations etc.)

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- If there's more than one speaker, please keep your video turned off when you're not speaking to make it clearer for the Auslan user to see the Interpreter

- There is no need to adapt your pace, but please be mindful of pausing between slides or when introducing new concepts

Audio Description

- Audio description is a way of narrating the relevant visual information in media. Audio description assumes that the viewer cannot see and depicts key visual elements that are necessary to understand the content for blind and low vision attendees

- Please describe any visual PowerPoint slides and avoid saying things like 'As you can see on the screen...'

Example: On screen now is a graph depicting the Kubler Ross Change Curve. There are two axis, one vertical and one horizontal. The curve on the graph starts on the left in the middle at 'denial', then peaks a little, before dropping down the scale to 'anger' and then even further down to 'depression'. As we move along the horizontal axis, the curve starts to pick up again to reach 'Bargaining' and then finally grows to its highest point of 'acceptance'.

Live Captioning

- AI-Media are live captioning all our webinar sessions

- A stenographer will join us online just before your webinar starts to transcribe your session in real time

- Captions will appear within the Zoom window and may be turned on/off or adjusted in size

- You can read our Top 10 Tips for Running Accessible Events Online at: https://www.aarts.net.au/top-10-tips-for-running-accessible-online-events/

Q&A

- There will be 5-10 mins for Q&A at the end of your webinar

- If we run over time, the host will appear on screen to indicate that it's time to start wrapping up

- We will encourage people to post questions in the Q&A tab throughout your session

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Chat Feature

- Chat will be monitored by one of the team and you can choose to engage as much or as little as you like with it

- You can invite participants to share responses and resources with each other, noting that due to security features of Zoom you cannot hyperlink or copy/paste in the chat window

- We can send you a transcript of the Chat after the webinar if you'd like

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