

## Presenter

- Use inclusive and respectful language.
- Provide accessible handouts in advance.
- Try to get captioning for the videos you will present.
- Make image descriptions on your electronic handout
- Speak clearly and at a reasonable rate
- Describe images, graphs, videos and any other visual materials you may use.
- Ask questions in advance

## Presenter who use AAC

- Notify how you want to communicate
- Program your device ahead of time
- Accompanying your speech output, by showing text on slides, using a split screen or transcription in a handout.

## Participants who use AAC

- Type ROL after a message you want the chat reader or moderator to read at the appropriate time.
- Raise the hand icon to indicate you want to communicate something when possible.

## Moderator

- Introduce the presenter.
- Ensure the suggestions mentioned are taking place. Intervene at appropriate times if needed
- Designate a person to monitor and read aloud any messages marked ROL in the chat box.

## Zoom accessibility features

- To turn on and off captioning, click on the Live Transcript and then click on Show Subtitle

## Keyboard Shortcuts for Zoom Features



Features	Windows	Mac
Open chat box	Alt and C	Cmd Shift H
Raise hand	Alt and Y	Option Y
Mute/Unmute audio	Alt and A	Cmd Shift A
Enter/Exit Full screen	Alt F	Cmd Shift F