

#AWP22 ZOOM GUIDE



FAMILIARIZE YOURSELF WITH ZOOM

Please help us make #AWP22 as accessible as possible by following the [Zoom Accessibility Guidelines](#):

Download Center

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Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download

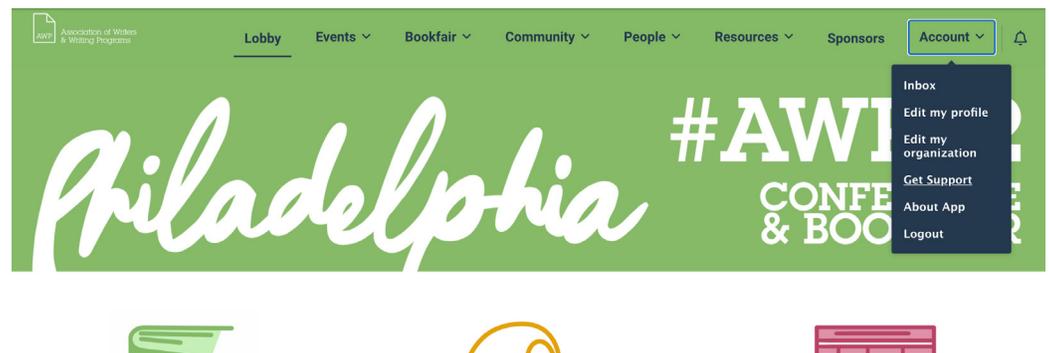
Version 5.9.3 (4239)

Or, for Macs with Apple Silicon chips, click [here](#) to download

We encourage those who have not used Zoom to try it out before the days of the conference to ensure comfort with the platform. You can join via your web browser or download and try it for free at [Zoom.us](#).

In every Zoom discussion room, there will be a moderator who is responsible for organizing the conversation and to host the Zoom meeting. Please be aware that the host of your meeting may not be a Zoom expert and may not be able to help you if you are experiencing specific issues in Zoom. Issues with Zoom may due to your personal settings or device, which AWP staff may not be able to help with.

If you are having technical difficulties, the best way to get support is to [contact Zoom's customer service directly](#).



Pathable may also be able to help with Zoom issues. On the virtual platform, click on Account in the top navigation bar, and click Get Support from the drop-down menu. A green Help window will open in the bottom right side of your screen. Type your question, and Pathable support will be in touch shortly.

we have sent instructions to the each meeting host to enable Zoom's auotmated captions.

Once enabled, each attendee will have the ability to toggle live transcription on or off individually.

If you have further questions about accessibility services at #AWP22, please visit our [Accessibility Services webpage](#).

ACCESSIBILITY BEST PRACTICES FOR ALL ATTENDEES:



Add pronouns at the end of your name when you enter a Zoom meeting. Pay attention to other attendees' pronouns, and use them as the attendee specifies.

Example: John Smith (he/him)

Introduce yourself and offer a brief physical description of yourself before you start speaking. Someone with low vision or who is blind may not be able to read your name in your Zoom profile.

Example: My name is John Smith. My pronouns are he/him, and I am wearing a green shirt and have dark hair.

Mute yourself when you are not speaking to limit background noise.

There may be attendees in your meeting who choose not to be on video. Please respect this choice, as it may be due to a disability.

Please be aware that your fellow attendees may have an invisible disability. Please do not assume someone does or does not have a disability.

If you share your screen or show any visuals via Zoom, please make sure to verbally describe what you are showing.

Example: This is a photograph of the cover of Joy Harjo's book of poems, An American Sunrise. The book cover depicts a sunrise that transitions from dark blue at the top to a lighter blue to orange at the bottom. The title is in yellow font. There is an illustrated group of people at the bottom of the cover.

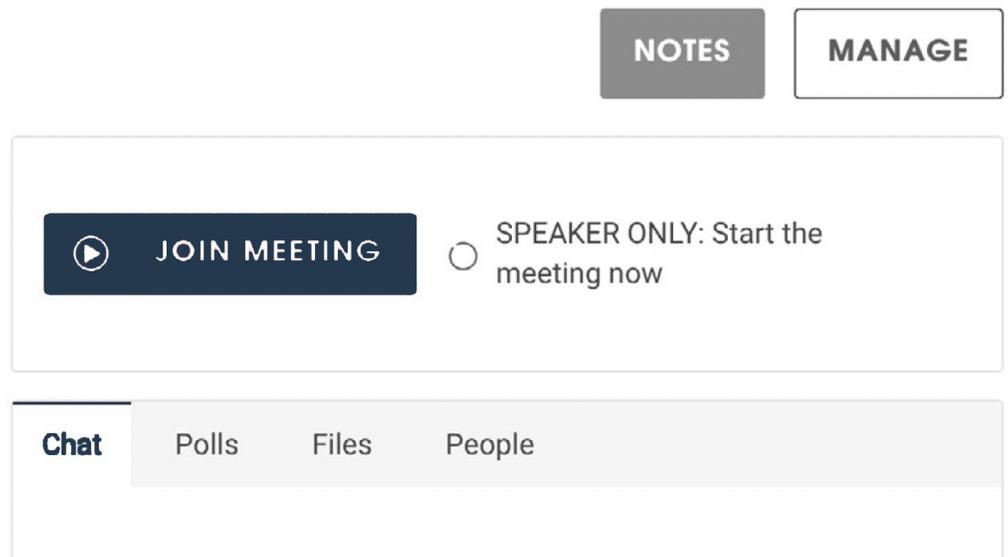
Avoid cross-talk or speaking over other attendees as much as possible and wait for the moderator to cue you to speak. Cross-talk is difficult to understand on video conferencing calls.

Should you need keyboard navigation of Zoom, please explore the **keyboard shortcuts** prior to the meeting. A link to these instructions will be available in each session's description.

We have asked each host to limit or not use the polling feature as it is not a feature accessible to everyone. Additionally, many blind and low-vision attendees may not be able to access Zoom's chat function. We have asked all hosts to periodically verbally recap what is typed in that chat and to share the content of that chat in an alternate way after the meeting.

BEST PRACTICES FOR MODERATORS OF LIVE GROUP ZOOM MEETINGS

Thank you for helping #AWP22 with a virtual discussion room hosted through Zoom. In order to make this as accessible an experience for everyone, please follow these guidelines:



As host, you will need to start the meeting in Pathable in the discussion room's session page. Click Start Live Meeting and a Zoom window should appear. Once the meeting has begun, enable the "Mute Participants Upon Entry" feature by clicking Manage Participants button on the Zoom menu bar and then click Mute All or More, then Mute on Entry. This allows for less disruption as people are entering your event.

All event hosts must enable Zoom auto-captions. In the Zoom window on the bottom toolbar, you should see an option for Live Transcription. Click on that button, and under Live Transcription, click 'Enable.'

Once enabled, each attendee can toggle live transcription on or off individually.

If you plan to use breakout rooms during your event, please be aware that auto-captions do not work in breakout rooms. If you have attendees in your meeting who need captions, keep them in the main room.

If a live captioner has been requested for your event, you will be sent further instructions directly.

When it seems like enough people have entered the meeting, introduce yourself and offer a physical description of yourself before you start speaking. Someone who is blind or with low vision may not be able to read your name or pronouns in your Zoom profile. Encourage others to do the same.

Example: My name is John Smith. My pronouns are he/him, and I am wearing a green shirt and have dark hair.

PLEASE READ THIS STATEMENT AT THE BEGINNING OF THE EVENT:



Hi, my name is [YOUR NAME] and my physical description is [PHYSICAL DESCRIPTION]. I am the moderator of this discussion room. Zoom auto-captions are provided in this meeting. To access, click live transcript in Zoom's bottom toolbar. It is encouraged that attendees in this meeting provide a physical description of themselves before they start speaking for those who may be blind or have low vision. AWP asks that everyone consider good accessible practices that help your fellow attendees, such as muting yourself when you are not speaking and identifying yourself before you speak. AWP has provided a Zoom Accessibility Guide with behaviors and practices we are recommending, which can be found in the Files section of this event's session page.

As a meeting or conversation progresses, monitor what's being written in the chat and verbally recap at intervals. Zoom does not allow for users who are blind or with low vision to increase the size of that text, so they cannot utilize that chat function. Attendees using screen readers will also have issues accessing that text. Any links shared in the chat should also be shared in an alternate way. We ask that you copy the chat toward the end of the meeting and paste it into the Pathable chat box in the event's session. This chat box is static and remains available for the duration of the conference. It can also be accessed post-event.

If someone is being disruptive or inappropriate, you as the host can remove them from the meeting. Click on Manage Participants on the bottom toolbar in the Zoom meeting window. Mouse over the participant name you need to remove in the Participant List. Click on the More flyout menu and select Remove. Please email AWP staff at events@awpwriter.org if this action becomes necessary in your meeting.

When your meeting is over, please click End Meeting. The Zoom meeting will automatically shut off ten minutes after its scheduled end time.

BEST PRACTICES FOR ORGANIZERS OF HYBRID CAUCUS EVENTS

Because many caucuses will be hybrid events, accessible to both in-person and remote attendees, there are a few additional best practices to follow. Follow all the same guidelines and processes as the instructions above for Best Practices for Moderators of Live Group Zoom Meetings.

Onsite at the Pennsylvania Convention Center, you will need to hook a laptop up to the provided ethernet connection & projector. Once the laptop is connected to the internet and projector successfully, log-in to Pathable as you normally would, and enter your group Zoom meeting per the instructions above.

Your Zoom window on Pathable should be projected on the screen onsite. We recommend if you are sharing materials onscreen, to use Zoom's screen-sharing function so it may be accessible to both in-person and remote attendees.

We also recommend that one person be assigned to monitor the Zoom meeting and to facilitate participation between the virtual and in-person participants. These facilitators should monitor Zoom's chat and recap at intervals, and if a virtual attendee has a question or comment, a process should be established for that attendee to participate. You might consider the 'raise hand' function, typing into the Zoom or Pathable chat box, or an alternate method you determine.

All virtual participants should remain on mute if they are not speaking. In these hybrid meetings, it is very important that all in-person attendees speak into a microphone.

