

Live Events and Captioning Considerations

Best Practices for Live In-Person Events

1. Encourage Requests - Use an accommodation statement on your materials (such as registration forms and/or emails about event) to encourage and allow requests by attendees with disabilities. This allows event planners to know about requests in advance and plan accordingly. You may receive requests for captions, ASL, braille copy of materials, questions about physical access, etc.)
 - a. If someone requests ASL – aim to provide ASL.
 - b. If someone requests Captioning – aim to provide professional live captions.
2. Slides - Provide slides in advance and make sure slides are accessible.
3. AI Captions - Optional – If no one has requested captions, then PowerPoint captions could be used and may be helpful to some audience members. It is completely up to you.

Best Practices for Live-Streamed Events

1. Encourage Requests - Use an accommodation statement on your materials (such as registration forms and/or emails about event) to encourage and allow requests by attendees with disabilities. This allows event planners to know about requests in advance and plan accordingly. You may receive requests for captions, ASL, braille copy of materials, questions about physical access, etc.)
 - a. If someone requests ASL – aim to provide ASL.
 - b. If someone requests Captioning – aim to provide professional live captions.
2. Slides - Provide slides in advance and make sure slides are accessible.
3. AI Captions - Optional – If no one has requested captions, then allow users to use the Zoom auto-captions or Team auto-captions.
 - a. Note: They can turn these on/off by themselves in most platforms and the meeting host does not need to do anything.
 - b. This is where I would discourage the use of PowerPoint captions by the presenter. The reason being, users watching on the webinar platform cannot turn the host's PowerPoint captions on/off and having them visible on screen can be distracting for some users (such as those with ADHD).

Posting Recordings of Live Events

In either case above, when posting recordings of an event – you will need a higher level of caption accuracy than whatever you have. (This is true even if you hired a professional live-captioning vendor.) When posting a recording, you can either clean-up captions yourself or hire a post-production captioning vendor.

Language and Questions around Access

Touch base with the Local Disability Coordinator office - [HGSE Accessibility Services](#) to see what they'd recommend advertising to prospective students around accessibility, if you feel it would be appropriate.

Resources for all of the above:

- [Accommodation Statement](#) for event materials
- [ASL Vendors](#)
- Live Captioning
 - [Vitac Pricing \(Live Captioning Vendor\)](#)
 - [Guidance on Providing Live Captions](#)
- Post-Production Captioning
 - [3Play Media Pricing \(Post-Production Captioning Vendor\)](#)
 - [GSE: Guidance on Providing Captions for Recorded Video](#)
- Local Disability Coordinator Office
 - [HGSE Accessibility Services](#)

QR Code Best Practices & Considerations

Navilens Tool

[Navilens Free Accessible QR Code Generator](#)

For presentations

- Include instructions and a link
 - Try to keep the link short, consider a bit.ly or other short link that's easy to write down or remember
 - The link is also serves as an alternative method of access in case folks have mobility issues
- Make sure that the webpage where the QR code brings folks is compliant

For Online Use

- Include instructions and a link (this can be a descriptive link)
 - There are different types of QR codes, so make sure to identify them (i.e. this QR code will take you to a webpage with instructions or a menu, or this QR code is an authenticator.)
 - Consider writing extra instructions for screen reader users
 - The link is also serves as an alternative method of access in case folks have mobility issues
- Be wary of time limits - 3 to 5 minutes are recommended before a timeout
 - Per WCAG, users need to be able to extend a time limit at least 10 times and warned 20 seconds before it will lock them out
- Be careful of QR codes getting cut off
 - Someone scrolling down may not be able to visually tell it's cut off
 - Or if someone is using a magnification, the full QR code may not display
 - Make it sticky, clickable, and centered.
- Make sure that the webpage where the QR code brings folks is compliant

Resources

- [Axess Lab: Accessible QR Codes – The Ultimate Guide](#)
- [Bureau of Internet Accessibility: Are QR Codes Accessible for People with Disabilities?](#)
- [Login with QR-code, problems and solutions YouTube video](#)