Participation Tips:
Connecting with Everyone: Accessible Virtual Arts Programs
10:00 a.m. PST – Wednesday May 13, 2020

Presented by The Seattle Cultural Accessibility Consortium

General Workshop Tips

1. If you need materials in other formats, or have questions you would like to ask in advance, please email: seattlecac@gmail.com.

2. Access live captioning at bit.ly/streamtextscac. This link will open to a separate window in your browser, or you can type the link in to a separate device. We recommend stacking the Zoom meeting above the captioning window

3. If you have tech issues during the workshop, please use the chat box and a support person will help you.
   a. The chat button can be found on the bottom of the Zoom screen on computers. On iPad screens, click on "Participants" on top right of screen, then select chat.
   b. All public and private chats will be part of the written transcripts of the presentation shared afterwards.
   c. To send a chat, type your message in the bottom section, then press "return" or "enter" on your keyboard.

4. Feel free to put questions for the presenters in the chat box throughout the presentation and a support person will collect them for the Q and A portion.

5. This workshop will be recorded and the final version will be uploaded to SCAC's YouTube channel and also streamed on the Northwest Arts Streaming Hub.

6. This webinar is 1.5 hours, with a brief break mid-way.

Tips for Using Zoom

1. Click on the Zoom link you received in your email to join the presentation.

2. Allow Zoom to access your computer audio. All participants will be muted throughout the presentation.
   a. If you cannot access the presentation's audio, check that your volume is up and that you do not have a device in the headphone jack.

3. Your microphone and video will be off. Please use the chat box to communicate.

4. Optimize your viewing experience with these three steps:
   a. First, select "Gallery View" to see both the presenter and interpreter. This is found in the top-right of the Zoom screen on computers and top left of iPads.

b. Next, hide the windows of people who will not be presenting: click on the three dots in the corner of a participant window and select "Hide Non-Video Participants."
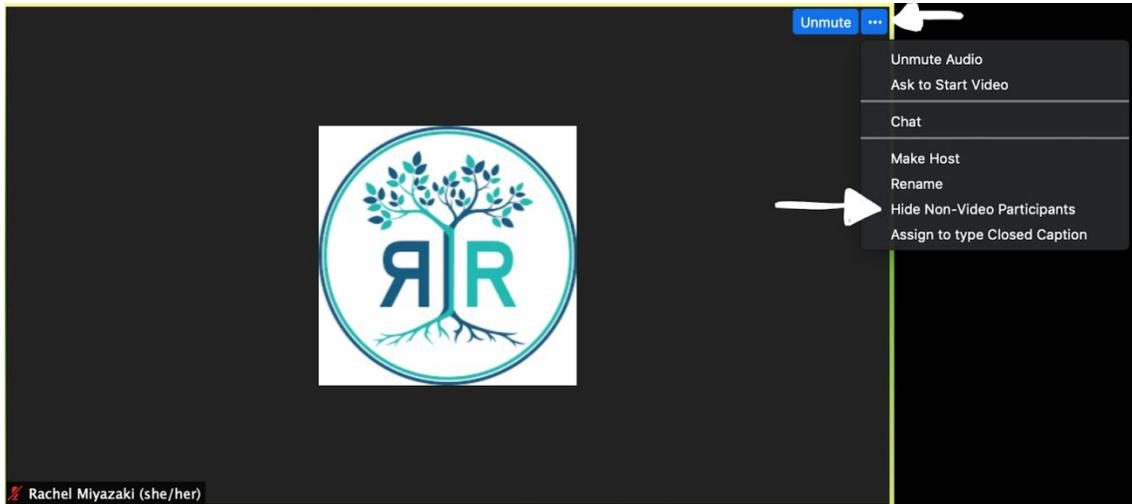
c. Finally, to view the PowerPoint and the presenters at the same time, go to "View Options" at the top of your Zoom window, and select "Side-by-Side Mode."
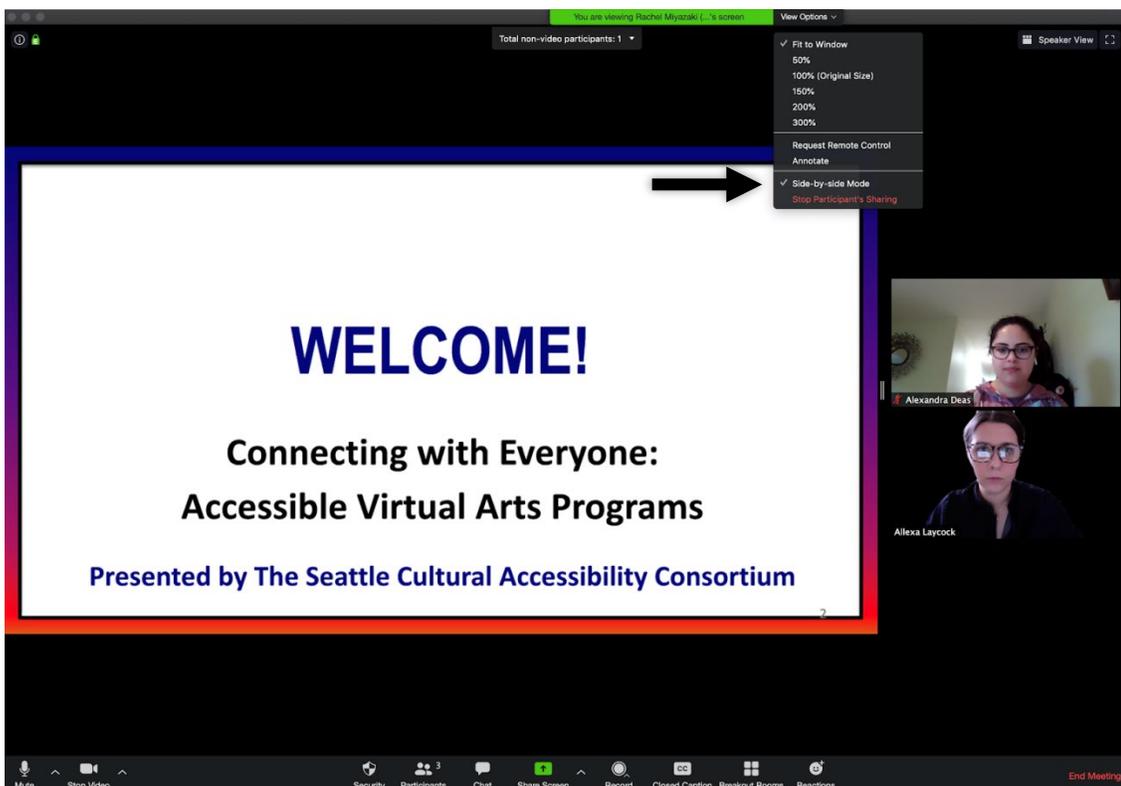
5. To exit the presentation, click the "End Meeting" button on the bottom right of the Zoom screen if using a computer, top left for those using an iPad.

6. Additional Zoom tips and tutorials can be found here:
    b. [Link to Quick Videos for Help](#)
    c. [Link to In-Depth Tutorials](#)