

ADA AUDIO

Conference

ADA NATIONAL NETWORK

ADA Audio Conference Series December 17, 2013

This session is scheduled to begin at
2:00pm Eastern Time

Real-Time Captioning and the PowerPoint Presentation are available through the Webinar Platform. Audio Connection is available through the webinar platform/telephone/Mobile App.

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Listening to the Session



- ▶ The audio for today's webinar is being broadcast through your computer or via telephone for those that registered for that option. If using your computer, please make sure your speakers are turned on or your headphones are plugged in.
 - You can control the audio broadcast via the Audio & Video panel. You can adjust the sound by "sliding" the sound bar left or right.
 - If you are having sound quality problems check your audio controls by going through the Audio Wizard which is accessed by selecting the microphone icon on the Audio & Video panel



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Listening to the Webinar, *continued*



MOBILE Users (iPhone, iPad, or Android device (including Kindle Fire HD))

Individuals may listen** to the session using the Blackboard Collaborate Mobile App (Available Free from the Apple Store, Google Play or Amazon)




**Closed Captioning is not visible via the Mobile App and there is limited accessibility for screen reader/Voiceover users

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Captioning



- ▶ Real-time captioning is provided during this session via the webinar platform.
- ▶ The caption screen can be accessed by choosing the  icon in the Audio & Video panel. ↓
- ▶ Once selected you will have the option to resize the captioning window, change the font size and save the transcript.



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Submitting Questions



- ▶ If you are listening by phone you will be instructed by the Operator on how to ask a question.
- ▶ You may type and submit questions in the Chat Area Text Box or press Control-M and enter text in the Chat Area. You will not be able to see the question after you submit it but it will be viewable by the presenters.
- ▶ If you are connected via a mobile device you questions in the chat area within
- ▶ Questions may also be emailed to webinars@ada-audio.org



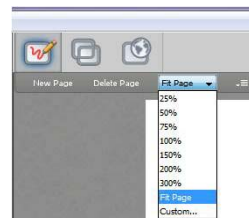
Please note: This webinar is being recorded and can be accessed on the ADA Audio Conference Series website at www.ada-audio.org within 24 hours after the conclusion of the session. The edited written transcript will be posted at this same site within 7 business days following the conclusion of the session.

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Customize Your View



- ▶ Resize the Whiteboard where the Presentation slides are shown to make it smaller or larger by choosing from the drop down menu located above and to the left of the whiteboard. The default is “fit page”



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Customize Your View *continued*



- ▶ Resize/Reposition the Chat, Participant and Audio & Video panels by “detaching” and using your mouse to reposition or “stretch/shrink”. Each panel may be detached using the ☰ icon in the upper right corner of each panel.

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Technical Assistance



- ▶ If you experience any technical difficulties during today’s session:
 1. **In webinar platform:** Send a private chat message to the host by double clicking “Great Lakes ADA” in the participant list. A tab titled “Great Lakes ADA” will appear in the chat panel. Type your comment in the text box and “enter” (Keyboard - F6, Arrow up or down to locate “Great Lakes ADA” and select to send a message); or
 2. **By Email** webinars@ada-audio.org; or
 3. **Call** 877-232-1990 (V/TTY)

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Ask the EEOC: Questions and Answers

***Sharon Rennert, Senior Attorney Advisor
ADA/GINA Division
U.S. Equal Employment Opportunity Commission***

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Questions?

Telephone: Follow the instructions given by the Operator

Webinar Platform: You may type and submit questions in the Chat Area Text Box or press Control-M and enter text in the Chat Area

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Thank you for participating in today's
ADA-Audio Conference Session

The next scheduled session is:

***“What’s Your Plan? A three-part series on self-
evaluations, barrier removal plans, and transition
plans”***

**Part I: Getting Started
January 21, 2014**

www.ada-audio.org

877-232-1990 (V/TTY)

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