

# Welcome to the ADA-Audio Conference Series



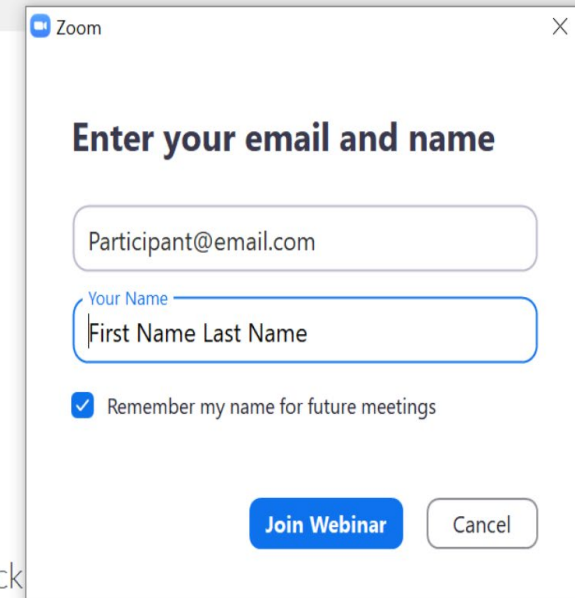
A Project of the Great Lakes ADA Center and the ADA  
National Network.

The Session is Scheduled to begin at 2:00pm Eastern Time. We will be testing sound quality periodically. Audio and Visual are provided through the on-line webinar system. This session is closed captioned. Options to connect via phone were available in the reminder email

[www.ADA-Audio.org](http://www.ADA-Audio.org)

# ZOOM WEBINAR SIGN IN PROCESS

- If you already had a Zoom Profile your name may not appear appropriately for us to match your registration in order to give you credit for today's session. Check your profile settings in Zoom to verify.
- If new to Zoom, you would have been asked to enter your email address and name when you signed in. Make sure that they appear in your registration with the [www.ada-audio.org](http://www.ada-audio.org)
- Failure to do this may result in voiding any continuing education recognition



A screenshot of a Zoom sign-in dialog box. The title bar says "Zoom" and "Enter your email and name". There are two input fields: the first contains "Participant@email.com" and the second is labeled "Your Name" and contains "First Name Last Name". Below the fields is a checked checkbox labeled "Remember my name for future meetings". At the bottom are two buttons: "Join Webinar" (blue) and "Cancel" (white).

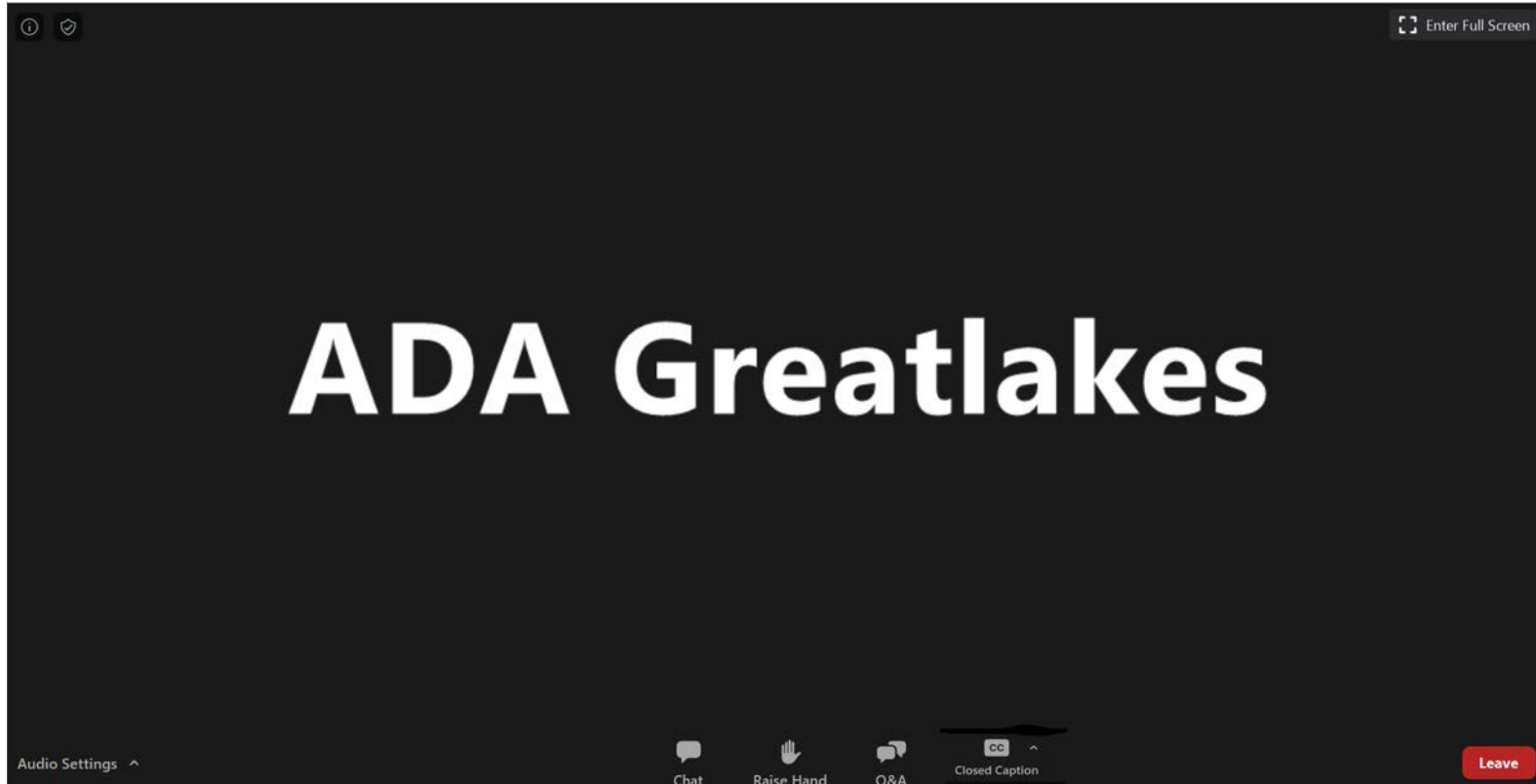
Please click

m dialog.

If you are unsure of how your login appears please send us a message in the Q&A area and we will verify for you.

# ZOOM WEBINAR Interface

Whiteboard  
where  
PowerPoint will  
appear



Enter Full Screen



Full Screen Icon  
to enlarge  
screen-viewing  
area

Audio  
Controls



“Leave” option to  
sign out of the  
session



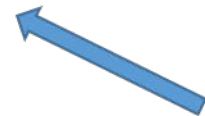
Chat Area Icon for  
instructions, etc.



Q&A Icon to submit  
questions to speakers

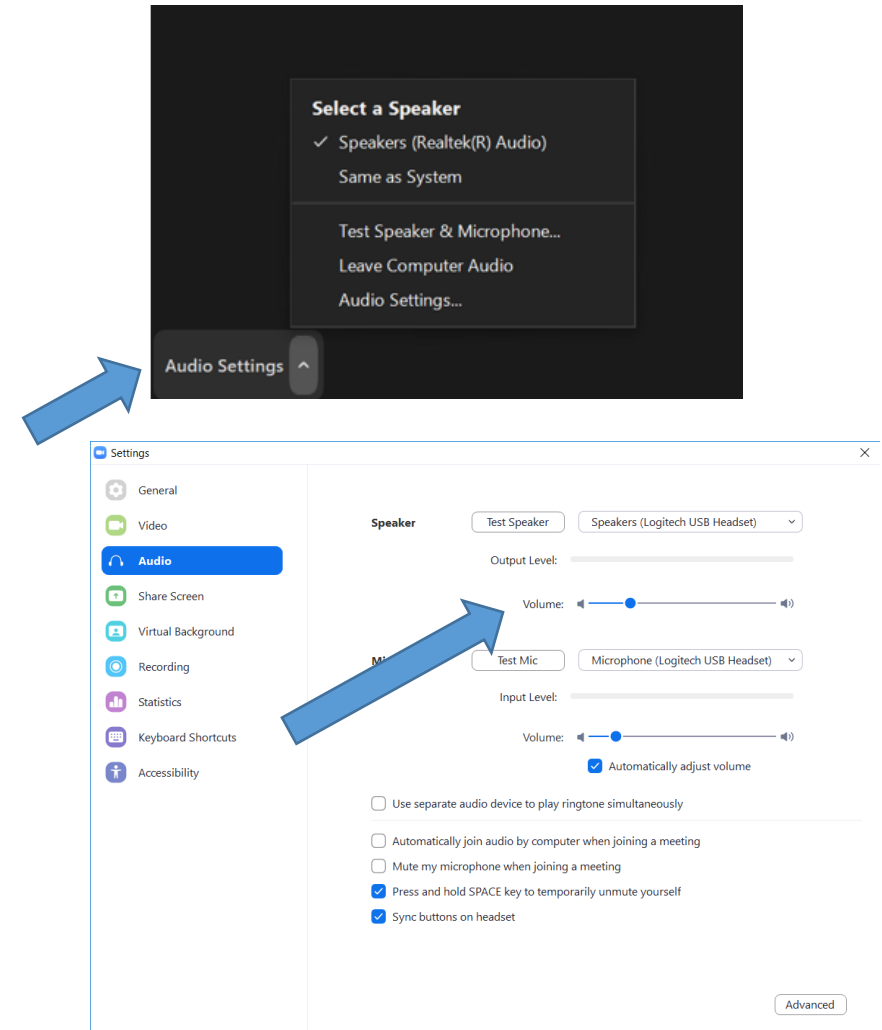


Closed Captioning Icon



# Listening to the Webinar via Your Computer

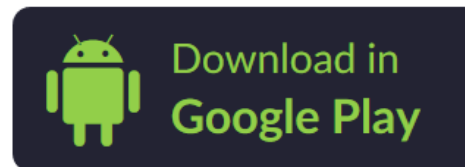
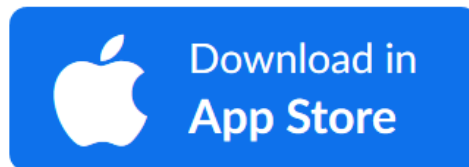
- The audio for today's webinar is being broadcast through your computer.
- Please make sure your speakers are turned on or your headphones are plugged in.
- You can verify your audio settings using the Audio Settings Option in the lower left corner of the screen.
- You can adjust your volume using the Audio Settings option.



# Listening to the Webinar via Mobile Device

## Zoom Mobile Apps

Start, join and schedule meetings; send group text, images and push-to-talk messages on mobile devices.



- OR Join the session by opening the session link in a browser on your mobile device.

# Listening to the Audio via Telephone

If you do not have sound capabilities on your computer or prefer to listen by phone please refer to the email reminder that you received which listed various telephone options.



# Real-Time Captioning

- Real-time captioning is provided both within Zoom Text and via StreamText Link. Individuals may make their own choice of which to utilize based on preference.
- StreamText Link Option: <https://www.streamtext.net/player?event=CFI-GreatLakes>
- If using StreamText link you will need to open a separate browser to view the captioning. You can resize your screen so that you are able to view both the StreamText and the Zoom platform if you are using a desktop computer.
- This option is provided due to the poor quality of captioning within the Zoom platform which has limitations in terms of the size, # of lines and characters that can be shown at one time.
- Within Zoom you can choose to view the full transcript by mousing over the cc icon and selecting “View Full Transcript” option.

# Video Sign Language Interpreter

- Sign Language is being provided via Video
- There will be two Sign Language Interpreters. We will be “swapping” their images as they switch interpreters during the session. This will cause a “pause” or brief interruption in the Sign Language.
- Individuals can “stretch” and move the video image anywhere on their screen to optimize viewing.
- Individuals can also switch between the video image and the shared screen image (PowerPoint)



# Submitting Questions

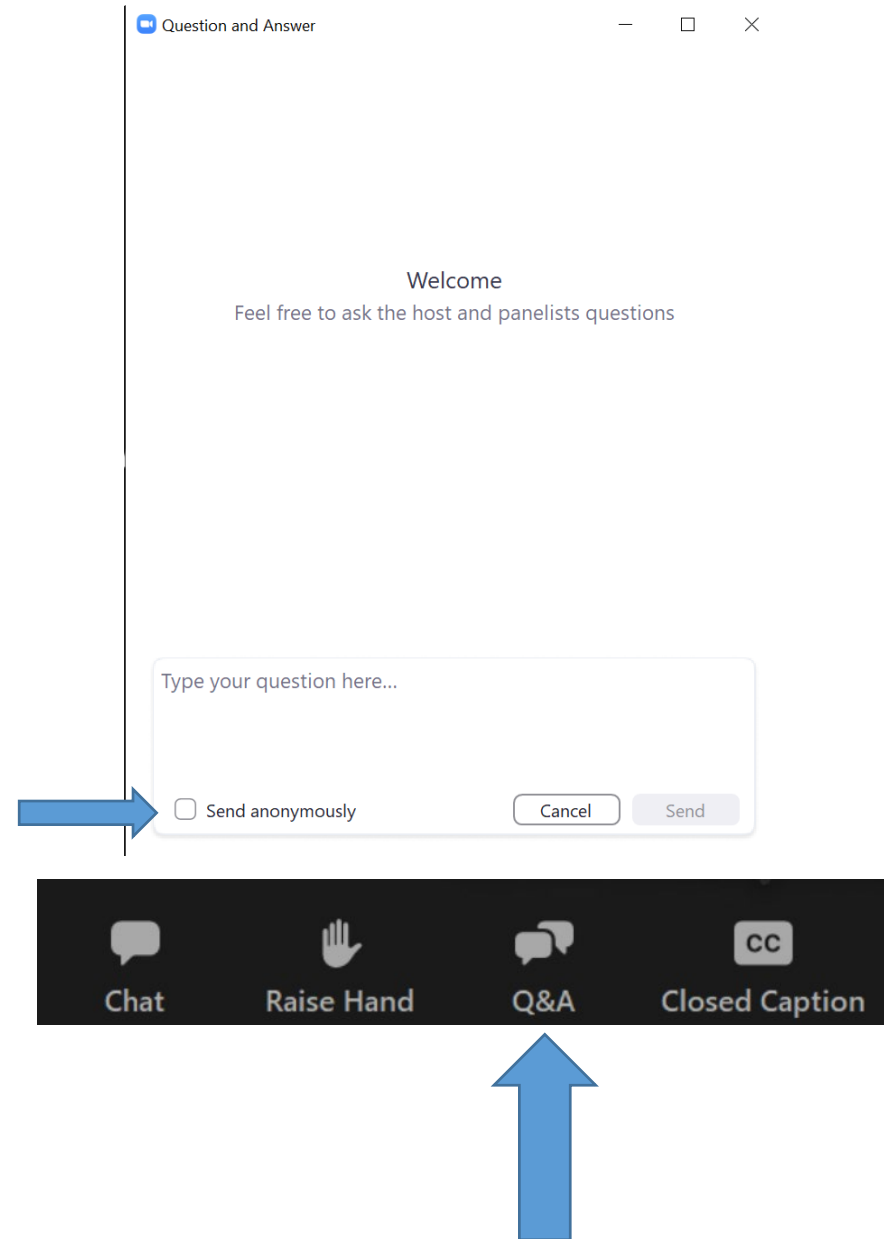
Questions should be submitted via the **QUESTION AREA (ICON)**. You will have the option to submit your question “anonymously”

**DO NOT** submit questions in the Chat Area. We will not be monitoring it for questions.

**Please refrain from submitting any commentary, responses, etc. via the chat area. This is distracting to other participants. We reserve the right to remove you from the session if you use the chat area inappropriately.**

If you are listening on the phone and are not connected to the webinar platform email your questions to [webinars@adaconferences.org](mailto:webinars@adaconferences.org)

*Please note: This webinar is being recorded.*



# Technical Assistance

If you experience any technical difficulties during the webinar:

1. Send a private chat message to the Host in the Chat Area. You can select via the drop-down menu in the Chat Area.



To: All panelists ▾

Your text can only be seen by panelists

2. Email [webinars@adaconferences.org](mailto:webinars@adaconferences.org)