

INCLUSIVE ZOOMING

TIPS FOR THE ORGANIZER

MAKE SURE YOU HAVE A HOST

If you have organized a meeting, but will not attend, make sure you have assigned an alternative host. Only the HOST can enable transcription!



ASSIGN A HOST WHEN ORGANIZING



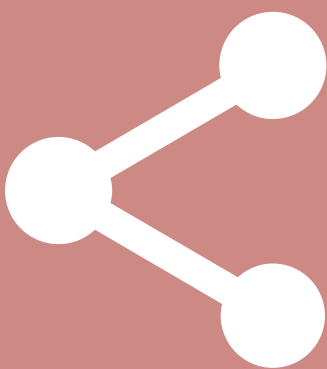
If you organize meetings on behalf of someone else, make sure you assign them to be the host. You may also want to consider assigning a co-host that you are sure will be in attendance!

YOU MAY BE CONTACTED

On all Zoom invitations, WCU invites all persons who need accommodations to contact the event organizer. If you need assistance with any request, please contact the ADA Coordinator at ext. 2433.



SEND MATERIALS AHEAD OF TIME



If you know you will be sharing your screen, go ahead and send those materials to the participants ahead of the meeting if you can. This helps those with screen readers, those with unstable internet connections, etc.

HYPERLINKS TO
RESOURCES:

- [ZOOM LIVE TRANSCRIPTION](#)
- [SHARING ZOOM RECORDINGS](#)
- [UPLOADING RECORDINGS TO KALTURA FOR AUTOMATIC CAPTIONING](#)