



# Working and participating remotely when you are deaf or hard of hearing

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*National Association of Deafened People*

# Welcome!

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INTRODUCTIONS



RULES OF THE  
MEETING



COMPARISON OF  
PLATFORMS



ACCESSIBILITY AND  
JARGON BUSTING









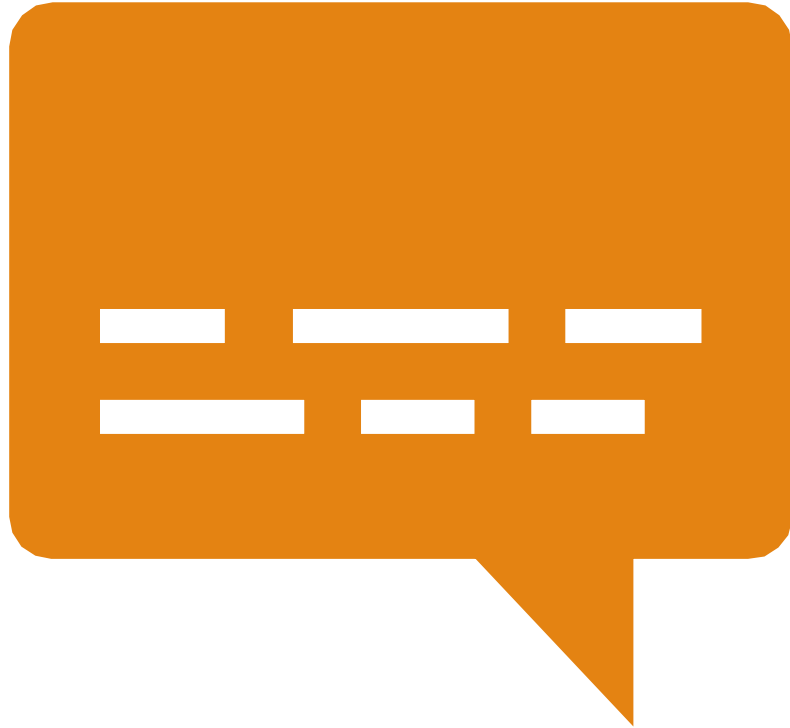
PARTICIPATING IN  
ONLINE MEETINGS

1. The Chair will lead the meeting and gives floor to each of participants during Q&A
2. There is a chat box/room – moderator will use it to assist anyone who experience problems during the meeting
3. Moderator – will be checking chat box and assisting with Q&A
4. Keep your microphone muted all the time. Only unmute when it is your turn. ( click microphone icon to mute/ unmute)
5. If you want to speak , wait your turn by typing “ Floor please” in the chat room. The moderator will monitor chat and let chair know.
6. If your video is not working or we missed your turn, use chat facility to let us know.
7. Once it is your turn, unmute yourself and say your name for captioner
8. Keep your question short, to allow everyone to have their say
9. Once you finished, mute yourself again to avoid unnecessary background noise





	Platform	Live Automated captions?	Speech to text reporter integration?	Costing
	SKYPE - personal	YES	NO	Free
	GoToMeeting	NO	YES at expense of presentation	Payment Plan
	Google Meets	YES	NO	Free for 60 min after September Currently free 24/7 until September 2020 to all Gmail owners
	Zoom	NO	YES	Free for 40 min
	Microsoft Teams without Zoom	YES	NO	Free with Microsoft 365 plans
	Microsoft Teams with Zoom ( Pro plan +)	YES	YES	As above with added premium plan

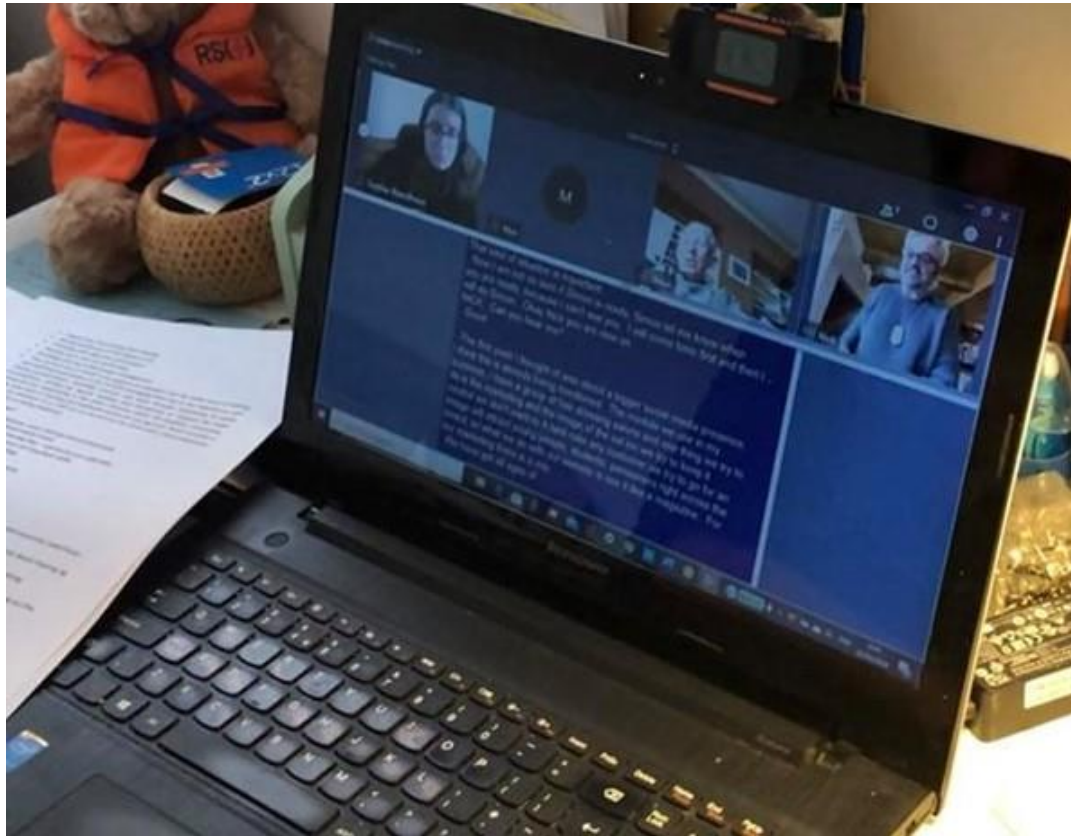


# Jargon busting....

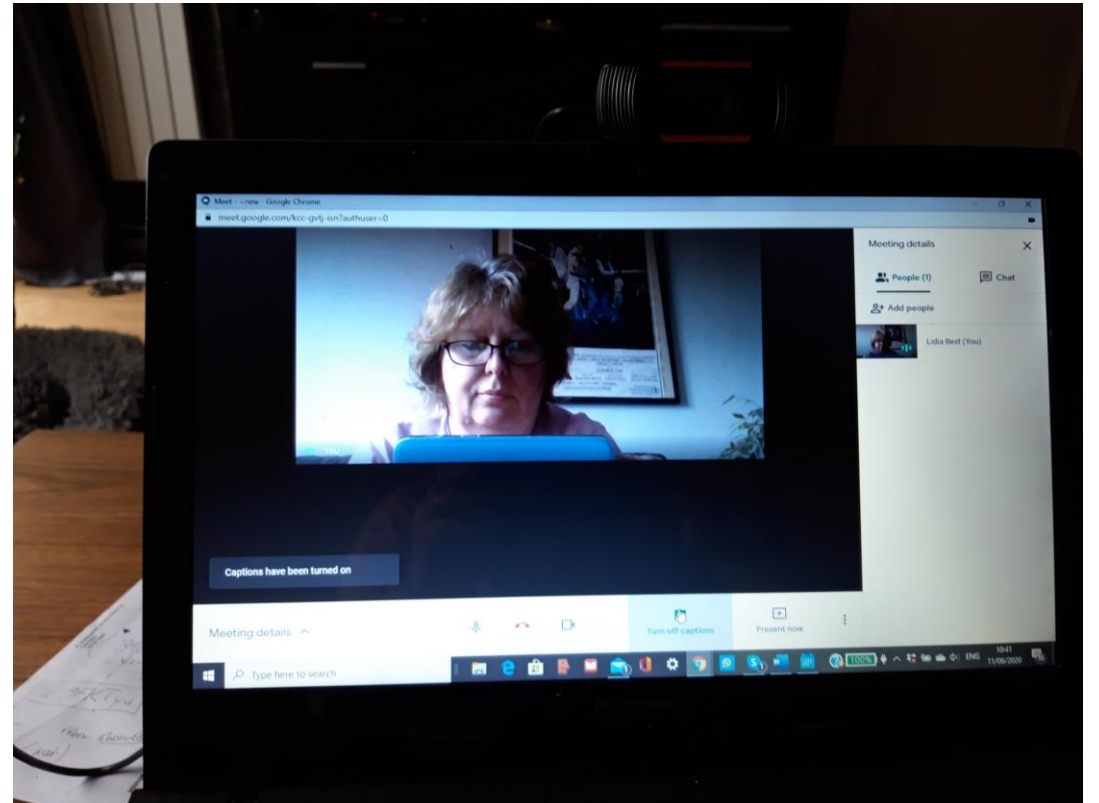
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## **What is live captioning?**

This term is often used to describe automatically generated captions as part of video conferencing platforms. It is also used to describe real time captioning provided by professional captioners or speech to text reporters. We know, this can be confusing!



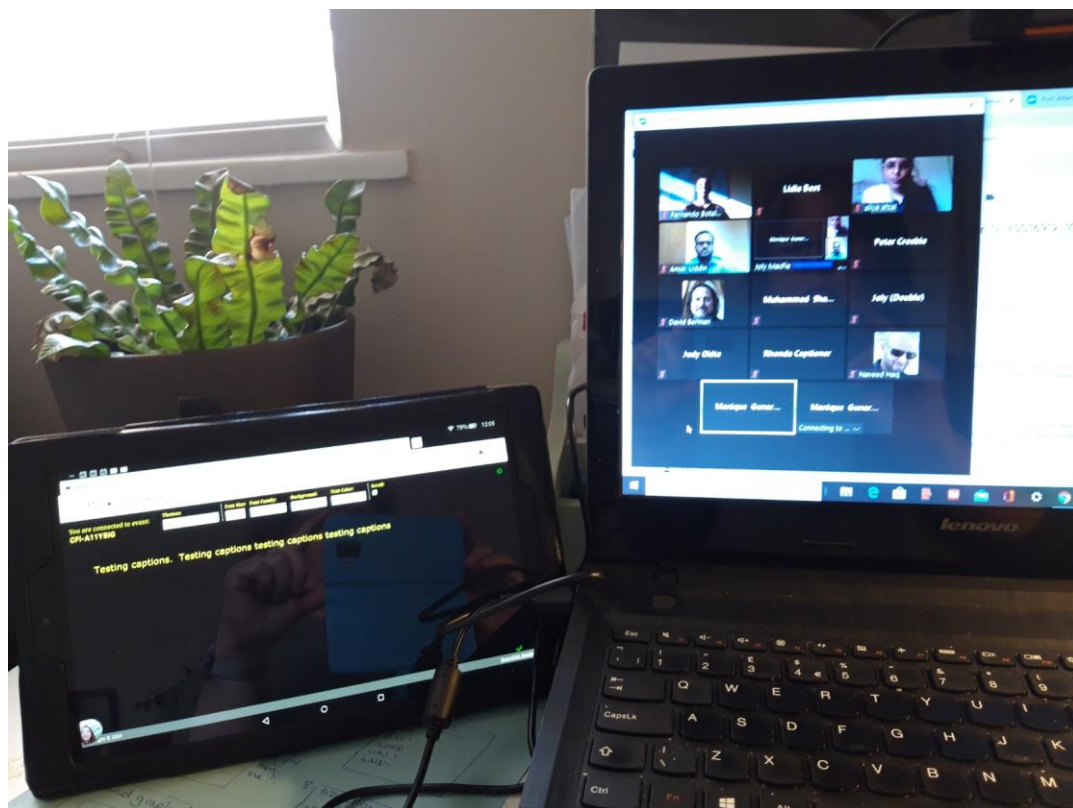
Captioning in GoToMeeting



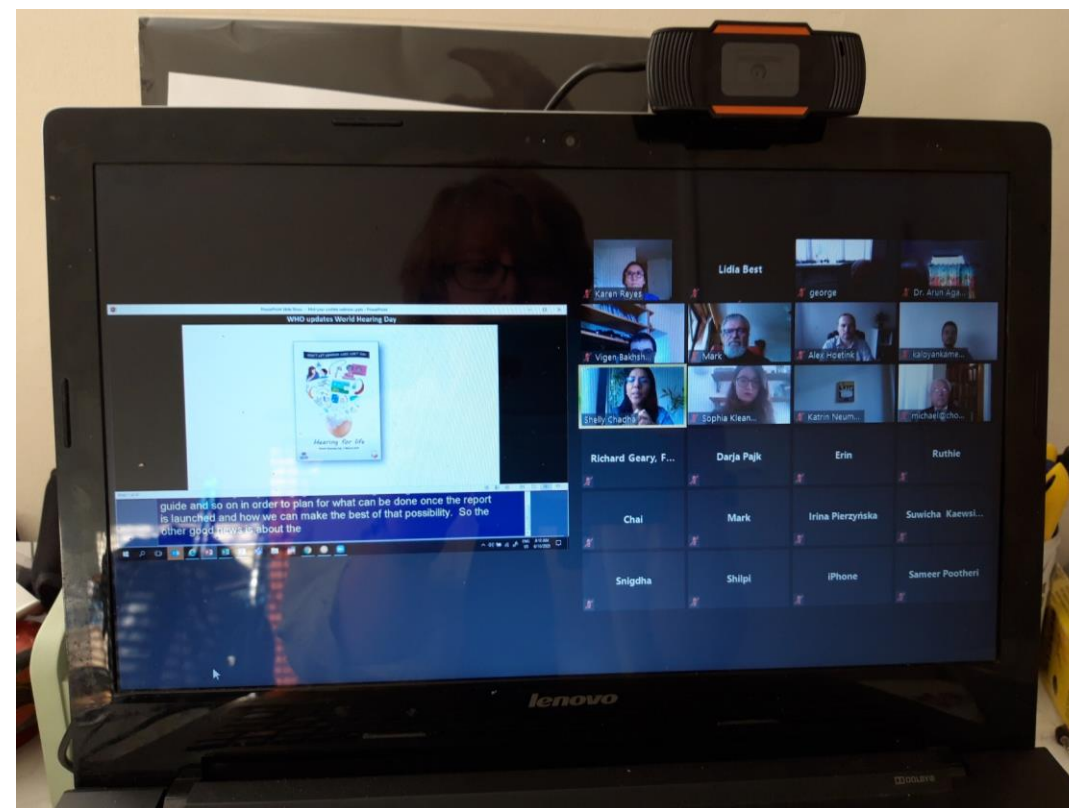
Captioning in Google Meets

USING TWO WINDOWS SIMULTANOUSLY





Zoom + streamtext ( external window in tablet)



Integrated captioning using second window overlaid in screenshare by organiser





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Staying in  
touch with  
friends and  
family using  
Google Meets

Apple® macOS®

Microsoft® Windows®

Chrome OS

Ubuntu® and other Debian-  
based Linux® distributions

Supporting  
systems

# Starting Google Meets

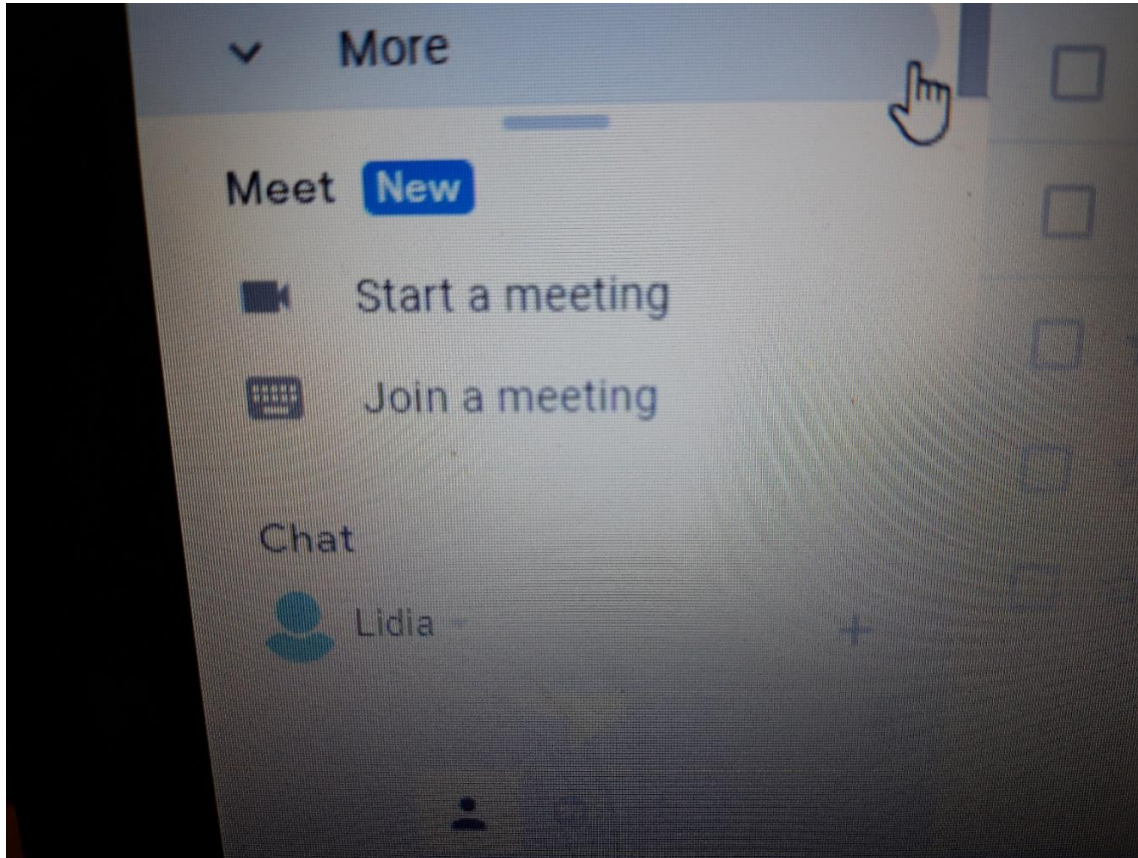
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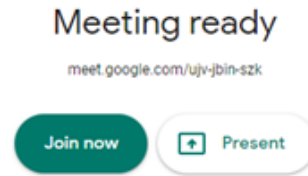
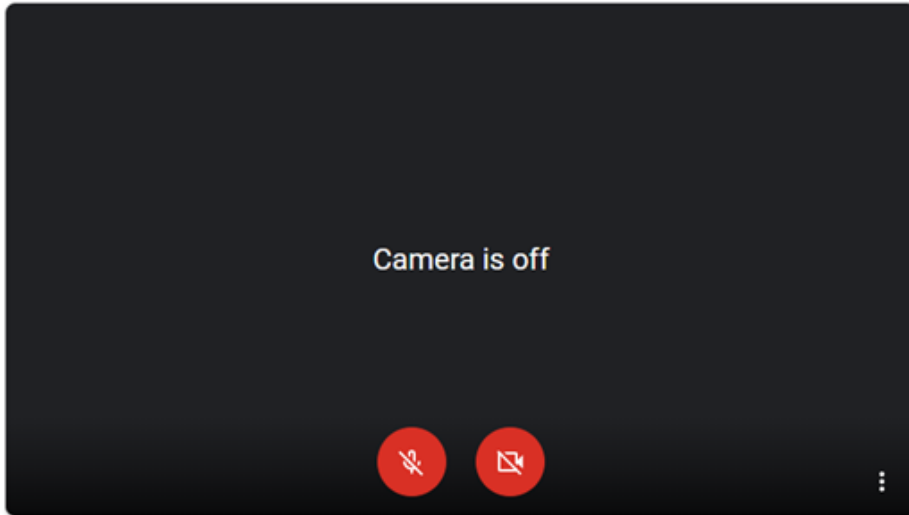
## **To start spontaneous meeting in Gmail.**

- Open Gmail... Meet... Start a meeting
- Once open, you will be given a link to share with others

## **To set up a meeting ahead**

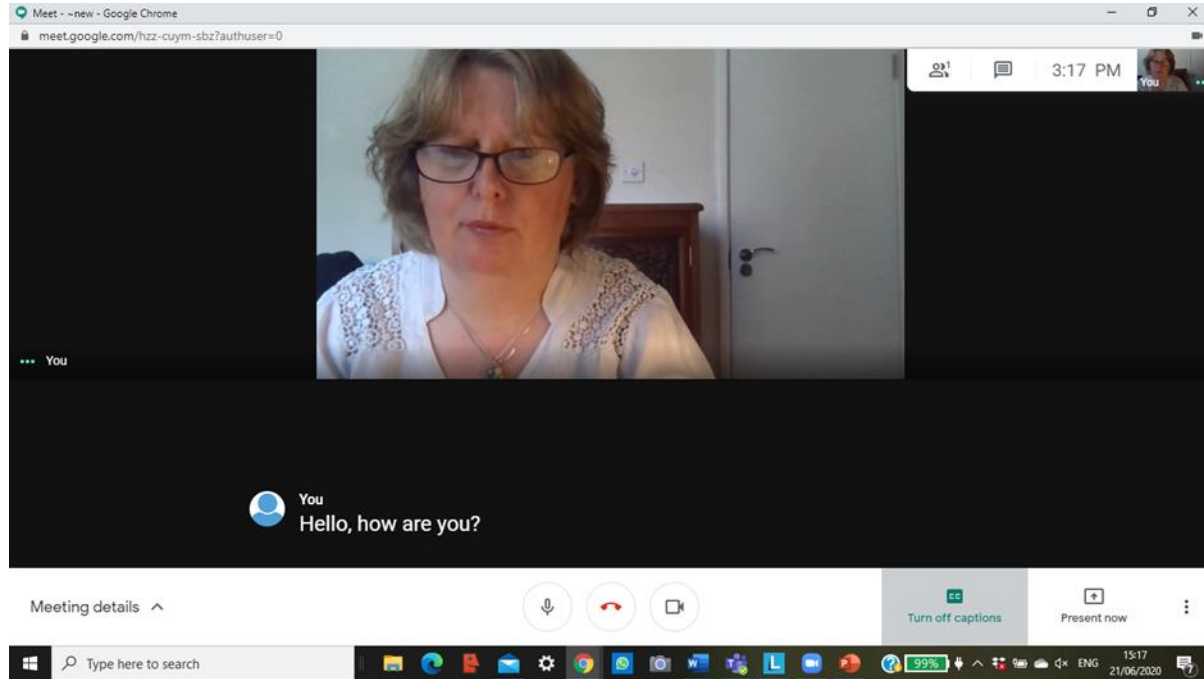
- Go to Google Calendar
- A link to share with others will be generated





# Joining the meeting

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# Participating in the Google Meets

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Q & A