

SPRING 2021

Steps for Planning a Virtual Event (for events submitted through Events Management)

- 1) Add your event to the [SPRING VIRTUAL EVENTS QUESTIONNAIRE](#).

This shared document with Communications and Events Management allows us to create information for a public event listing online. It's also a great starting point for the virtual event planning process.

- 2) Determine whether you need a Zoom Meeting or a Zoom Webinar in consultation with Events Management.

Meeting:

A Zoom meeting is an interactive video conference that, with a Pro account, can support up to 300 simultaneous users.

Webinar:

A Zoom Webinar is a feature that we have added to our AV Services Zoom account that can support up to 3000 users. The primary difference from a Meeting is that, in a Webinar, the Attendees will not be interactive -- they will be passively watching.

- 3) If you require Zoom Webinar event support through IMATS, please email Events Management at spaceres@barnard.edu to gain access to our new virtual events template. Next, submit an [event request](#) via VEMS using the "Virtual Events and Meetings" template. A VEMS request must be submitted and approved at least two weeks prior to the event.

- 4) Real-time captioning through CARDS is **required** for events open to the entire Barnard community and or/the general public, at no additional cost to the department. Once you select the captioning option in VEMS, Events Management will submit a real-time captioning request on your behalf.

If your event is not a public event and/or requires an RSVP, we recommend that you include the following question on your RSVP form (or otherwise make clear that attendees can request captioning for the event):

"Would you like to request access to real-time captions as a disability-related accommodation for this event?"

If an attendee indicates on the RSVP form that they are requesting access to captions, please contact Events Management to submit a real-time captioning request.

Please note that CARDS requires two weeks of lead time in order for captioning requests to be accommodated. While they accept late requests, please be advised that they may not be able to be accommodated.

Steps for Planning a Virtual Event (for events hosted by the Department)

- 1) Add your event to the [SPRING VIRTUAL EVENTS QUESTIONNAIRE](#).

This shared document with Communications and Events Management allows us to create information for a public event listing online. It's also a great starting point for the virtual event planning process.

- 2) If your event is open to the entire Barnard community and or/the general public, **submit a real-time captioning request** through CARDS, at no additional cost to the department.

If your event is not a public event and/or requires an RSVP, we recommend that you include the following question on your RSVP form (or otherwise make clear that attendees can request captioning for the event):

“Would you like to request access to real-time captions as a disability-related accommodation for this event?”

If an attendee indicates on the RSVP form that they are requesting access to captions, please **submit a real-time captioning request**.

Please note that CARDS requires two weeks of lead time in order for captioning requests to be accommodated. While we will accept late requests, please be advised that they may not be able to be accommodated.

For important set-up instructions for setting up a captioner within the event and additional information about the new captioning process, please visit the [CARDS event accessibility webpage](#).