

## Digital Accessibility Exception for Live Event

The following is an example exception request for a hypothetical online webinar. The unit is requesting an exception to policy in order to hold the event without proactive live captioning. This document may be used as a guide when creating similar exception requests, but each request must be tailored to the needs of the specific program.

A few items of note:

- The exception is made with ample lead time, both to facilitate a review by internal/ADA stakeholders and to allow adequate time for captioning services to be secured if requested.
- The request provides a description of the event and details the barriers to access.
- At least two responsible individuals are listed for the EEAP.
- The EEAP is clear and explicit in what actions have been taken to prepare, and what actions will be taken if a request is received.
- The communications plan is detailed and provides specific dates.
- An additional approver is included with local budgetary authority.
- Fields in the compliance plan section are marked N/A.

### Requestor Information

**Name of Digital Information or Service:** Example systems and climate change – webinar event

**Request Date:** 4/15/2020 11:00:00 AM

**Requested End Date of Exception:** 6/4/2020 9:00:00 PM

**First Name:** Brutus

**Last Name:** Buckeye

**Email:** buckeye.1@osu.edu

**Additional Approvers:** fiscal.5

*(NOTE: This approver should have the authority to authorize expenses outlined in the EEAP)*

### General Information and Rationale for Exception

What is the URL or location of the digital information or service?

<https://example.osu.edu/webinar>

<https://osu.zoom.us/webinar/register/12345>

What University unit is responsible for the digital information or service?

College of Example Sciences

Unit Coordinator(s)

Betty Buckeye

Provide the circumstances as to why the requesting unit is seeking this exception:

The digital information or digital service is used by a limited audience, when the audience is known, and whose needs can be accounted for in advance.

What is the purpose/business need for the product or service?

A live webinar, titled "Example systems and climate change," will be held on 6/4/2020. The purpose of the event will be to educate the community on recent research from college faculty on the influence of climate change on example systems.

The webinar will be conducted using CarmenZoom and will feature panelists, presentations, and moderated question and answer sections.

What University or external populations will be using the product or service? Please include usage patterns including service availability and frequency of use.

Ohio State faculty, students, and alumni, as well as interested people in the broader example systems community. Likely number of attendees: 100

If students are a potential audience of the digital information or digital service, is their use strictly related to employment with the university? If not, does their use of this digital information or service relate to their access to educational or administrative functions that impact their full participation in a campus program, service, or activity?

Students are an audience and the Digital Information or Service impacts their full participation in a service or activity of the university

Did product evaluations during the selection process explore the existence of a more accessible alternative?

N/A

What are the barriers to access?

Live captioning of the event will not be provided unless requested. This may present access barriers to participants who are deaf or hard of hearing.

## Equally Effective Access Accommodation Plan (EEAP)

Individual(s) responsible for oversight and administration of the EEAP. (Name.#)

buckeye.1

another.2

What are the accommodations that will be in place? (Work-around, assistance, alternative products, etc.)

Live captioning will be provided if requested by an event participant. We have contacted Example Captioning Inc. to arrange procurement details for captioning services if they should be required.

Additionally, the webinar will be recorded, and a captioned version of this recording will be posted along with an edited transcript to the college website within 10 business days of the event.

**What is the plan for communicating the existence of the accommodation and for relaying information between involved parties?**

The event web page at [example.osu.edu/webinar](http://example.osu.edu/webinar) and the online registration form will include the following accessibility statement:

“If you require an accommodation such as live captioning or interpretation to participate in this event, please contact Brutus Buckeye at [buckeye.1@osu.edu](mailto:buckeye.1@osu.edu) or 614-247-5555. Requests made 10 day prior to the event will generally allow us to provide seamless access, but the university will make every effort to meet requests made after this date.”

A similar statement will also be included in all announcements, invitations, and reminders.

**What is the timeline for implementing the plan? (Critical dates for announcement, hires, purchases and/or trainings, etc.)**

The announcement and invitation emails will be sent May 6 and will include the accessibility statement. A follow-up communication is planned for May 25 and June 1.

## Remediation and Compliance Plan

**What is being done to ensure that the digital information or service will become accessible? (Interactions with vendor/developers, detailed feedback from the University, etc.)**

N/A

**What is the timeline for remediation of the product or service? (Please provide approximate dates for accessibility improvements/upgrades/patches and goals for each date.)**

N/A

**What provisions are in place to address issues with the vendor, digital information or service if the remediation efforts do not occur in accordance with this timeline? (E.g., contract termination, system replacement, etc.)**

N/A