 

14th Annual   
Federal Policy Forum on Inclusion   
**Accessibility Summary**

# Housekeeping & Accessibility

This event will be presented in English and French.

We are pleased to provide:

* French and English simultaneous interpretation
* ASL and LSQ
* English and French CART captioning

The [event agenda is available here](https://inclusioncanada.ca/2023/10/11/14th-annual-federal-policy-forum-on-inclusion/)

# English or French CART captioning

Use [this link to turn on English captions](https://www.streamtext.net/text.aspx?event=InclusionCanadaFederalPolicy).   
  
Use [this link to turn on French captions](https://www.streamtext.net/text.aspx?event=InclusionCanadaFederalPolicyFRENCH).

The CART captions will appear in a new window.

Using the toolbar along the top of the window you can adjust:

* the caption size
* font style
* text colour
* background colour

# French and English simultaneous interpretation

To turn on simultaneous interpretation:

* Using the toolbar at the bottom of your screen, click the **Interpretation** button.
* Choose your preferred language.
* To remove the original audio, click the **Interpretation** button again and select, **Mute original audio**.

# ASL and LSQ interpretation

ASL and LSQ interpreter videos will be labelled as **ASL 1**, **LSQ 1**.

To see the panelist who is speaking and the interpreter at the same time, use   
side-by-side gallery view.​

To set side-by-side view:

* click on **View** in the upper right-hand corner of your screen
* Click **Side-by-side: Gallery**

# Screen Layout

To adjust the screen layout:

* Drag the slider left to make the speaker and interpreter videos bigger.
* Drag the slider right to make the PowerPoint presentation bigger.

# Question & Answer

You can send questions for panelists using the Q&A function. Open this feature by clicking Q&A at the bottom of your screen. ​

The Q&A box can be moved by clicking and dragging it. Close the Q&A by clicking the red dot in the upper left-hand corner.

Questions can also be submitted by email to [forum@inclusioncanada.ca](mailto:forum@inclusioncanada.ca)

# Technical Problems

If you have questions about technical problems, please email [forum@inclusioncanada.ca](mailto:forum@inclusioncanada.ca)

To avoid common problems:

* Watch the webinar from a location with a strong internet connection
* Check that your computer’s volume is turned on

# Accessibility Summary

For any questions about accessibility accommodations, please email [forum@inclusioncanada.ca](mailto:forum@inclusioncanada.ca)

Please note that these accessibility features offer the best experience when used on a computer rather than a mobile device.