



# Webinar Registration Form

## **Making Your Online Course Accessible: How To Meet ADA Guidelines**

Once the live date has passed, these webinars will be available on demand.

### **Part I: Tuesday, October 29 ~ 1:00-2:00pm (Eastern)**

Online instruction requires multiple types of documents; PDFs and Word documents are the most popular. Learn how a person with a vision disability can navigate screen reading software to be able to read these documents and what you can do to create accessible documents. Topics include formatting, describing images, organization, and sharing.

### **Part II: Tuesday, November 5 ~ 1:00-2:00pm (Eastern)**

We use presentations in all types of formats online. Online instruction includes PowerPoints, online presentations, Google Slides, and many more. Learn how to format your presentations and online tools that help a person with a vision or hearing disability be able to “see” and “hear” the same information as non-disabled. We will also discuss online software and how to determine if using the software is accessible for those with disabilities.

### **Part III: Tuesday, November 12 ~ 1:00-2:00pm (Eastern)**

Images, charts, graphs, videos, and podcasts enhance online instruction, but how does a person with a vision or hearing disability get the same learning experience as a non-disabled person. Learn how to add captions and image descriptions, called alternative text, to your online content to make your course one step closer to being accessible.



### Speaker(s)

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**All webinar will be presented by:**

Jackie Luft, Ed.D. is currently faculty at Western State Colorado University, where she works with both pre-service and current educators towards meeting their goal of completing graduate work. Jackie's Master of Special Education and Doctorate of Educational Technology provide a foundation for her area of focus, how technologies assist people with disabilities.

Jackie has had the opportunity to work in public schools as a social studies instructor, special education instructor and administrator; and in higher education preparing teachers for the classroom. As an educator early in her career she saw the potential technology had when working with students with learning disabilities. She has had the privilege of watching technology develop and transform education, both in public schools and higher education, which led her to working with other educators to use technology to meet the various needs of students in their classroom.

Besides a love of technology and education, Jackie enjoys the outdoors, attempting any new craft fad and spending time with her loved ones. She currently is living in rural Gunnison County and building her dream log home surrounded by Ponderosa Pines and chipmunks. Her adult children never visit enough, but her cat, Meatloaf, and dog, Ginger Sweet Potato Bear, keep her entertained.

Jackie's goals in the future are to continue to work with educators to increase Universal Design of Learning, so that all students have equal access to education. She will continue to research new methods that are affective in increasing accessibility and learning for students through digital media.

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### Newsletter



# Registration Information .....

Print Name		Job Title	
Institution/Organization			
Address			
City	State/Province	Zip/Postal Code	Country
Telephone	Fax	Email	
Innovative Educators Password (Choose a password for our records and future registrations)		Assistant's email (For registration confirmations & pre-conference communication)	
How did you hear about this event? (email, listserv, colleague, conference, other) _____			

# Payment Method ..... *Registration Fee: \$900.00*

You can call us at 303.955.0415 or fax the completed form to 1.866.508.0860. If you would like to mail in the registration form and/or check, please send it to: Innovative Educators, 3277 Carbon Place, Boulder, CO 80301.

Paying by: (select one)     Credit Card     Check     Purchase Order (if applicable) P.O.#: \_\_\_\_\_  
 (If you select PO as your payment method, a PO number is required.)

## Credit Card



Name on card		Account Number	
Billing Address	Billing City	Billing State	Billing Zip/Postal Code
Exp. Date	Security Code (last 3 digits on the back of Visa and MC)		



## Login Directions .....

The login directions provide the following information:

- A link and a password for the event.
- A link to test webinar access. Please test your computer prior to the event.
- The date and time of the webinar. Please be sure to reference the time zone converter on the login directions to confirm your event time.
- Audio instructions: You can stream the audio over your computer speakers, but you may want to have a phone available for backup purposes.

You will receive the login directions twice via email. The process is as follows:

- 1 week prior to the live event: You will receive login instructions.
- 1-2 days prior to the event: You will receive a link to the presentation and any additional handouts. Copies can be made for attendees if desired.
- The day of the event: Participants can login to the IE Webinar 30 minutes prior to the start time. Once logged in, participants can see the PowerPoint slides, ask questions, and make comments via the chat feature.
- Participants are encouraged to save and print the login directions to refer to on the day of the webinar.

## Site Connections .....

The basic registration fee allows you to access the webinar from one computer only. If you need multiple site connections, please register for the unlimited site connection price.

## Recording Information .....

The Monday following the live event you will receive a link to the recording, it can be forwarded to all faculty and staff for viewing anytime, anywhere.

**Recording Benefits:**

- Share the presentation with other staff members
- Pause presentation for convenient viewing
- Review the presentation after the live event
- Train new hires throughout the year
- Show during an in-service training

## Technical Details .....

Innovative Educators uses WebEx as its web conferencing provider. If you have not previously attended a WebEx event, please click here to make sure your computer is compatible with WebEx. Be sure to complete this test prior to the live conference. See system requirements for more information.

## What equipment is required? .....

An Internet connection, computer speakers, and LCD projector are required if a large group is viewing the presentation. Participants can call in via phone if they are having trouble retrieving the audio over the computer. Please be sure to reserve a meeting room prior to the live event that can accommodate these requirements as well as your attendees. You should reserve the room 30 minutes prior to the webinar start time and allow at least 15-30 minutes after the webinar for discussion.

## Cancellation Policy .....

- 30 days prior: Full refund
- 14 days prior: \$100 processing fee
- Less than 14 days: Credit towards another IE event

## Satisfaction Guaranteed .....

We want you to be satisfied with your purchase. For questions, concerns, or problems, please email [support@ieinfo.org](mailto:support@ieinfo.org) or call 303.955.0415.