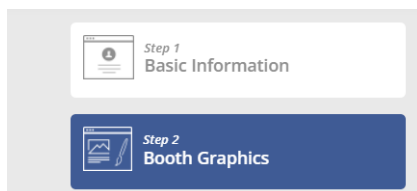# 508 Accessibility Guidance Document for JA Inspire Virtual Booth Exhibitors

Video Closed Captioning/Subtitles

- **To be accessible**, all videos need to have closed captioning enabled or must have subtitles. This functionality is set by the video owner.
- **YouTube** allows video owners to enable the auto closed captioning and then edit these captions as needed. Visit the YouTube Help Center: https://support.google.com/youtube/?hl=en#topic=9257498
- **Vimeo** allows creators to upload caption and subtitle files as SRT files. Here is more information from the Vimeo Help Center about their captions and subtitles: https://vimeo.zendesk.com/hc/en-us/articles/224968828-Captions-and-subtitles. Automatic closed captions in Vimeo are currently only available to Enterprise members.
- **Other resources** for auto closed captioning with editing ability and SRT file creation
  - How to add auto closed captioning and then edit to make corrections: https://www.youtube.com/watch?v=8wZARTDbNmc
  - REV: https://www.rev.com/caption
  - VEED - Online Video Editor - Video Editing Made Simple

Alt Text for All Booth Banners

- Atl Text Information: https://webaim.org/techniques/alttext/
- Booth Banners
  - Add Alt Text must for each booth banner. In the booth setup form, Step 2 (Booth Graphics), be sure to add the "Alt Text for Image" and save.
  - Do **not** use these characters in your alt text: ampersand (&), apostrophe ('), or number sign (#)

Color Contrast for Booth Banners

- Contrast and color are vital to accessibility. Be sure that your banner text is dark enough and large enough to read against your banner backgrounds.
- Color contrast information: https://webaim.org/articles/contrast/
- Color contrast checkers:
  - https://webaim.org/resources/contrastchecker/
  - https://www.tpgi.com/color-contrast-checker/

Documents

- Documents loaded at the booths should be accessible.
- Here is some information about creating accessible PDF documents: https://webaim.org/techniques/acrobat/
- Here is some information about creating accessible Word documents: https://webaim.org/techniques/word/
- Here is some information about creating accessible PowerPoint documents: https://webaim.org/techniques/powerpoint/