

Accessibility Statement

Last Update: January 28, 2021

Note: This page will be updated Periodically

Accessibility Contact

If you have a question about or need help with an accessibility-related request please reach out to **Kirsten Petree** (Kirsten.Petree[at]NASA.gov) who will interface with the organizers, software technical support, or participants as needed.

Our Commitment

The PI Launchpad organizers are committed to making this virtual workshop as accessible as possible, especially for people with disabilities.

If you require accommodations, please fill out our anonymous request form: http://bit.ly/ACCOM_FORM. We will consider all requests.

Software Accessibility Guidance:

PI Launchpad 2021 will be hosted on **Webex**. A tutorial video on how to use Webex will be posted on this page by mid-May 2021. You may also find guidance on how to do the following on [Webex's accessibility page](#):

1. [Pin a speaker to your screen](#)
2. [Enable closed captions](#)
3. [Change your layout](#)

Accessibility support for the following is available on [Webex's Accessibility Support page](#):

1. [Screen Readers](#)
2. [Keyboard Navigation](#)
3. [High Contrast Settings](#)
4. [Accessibility Standards](#)

More details on Webex's accessibility support can be found in their [Voluntary Product Accessibility Templates \(VPAT\)](#).

If you have any additional questions about Webex accessibility, please contact Kirsten Petree (Kirsten.Petree[at]NASA.gov).

FAQ:

Accessibility Contact Questions

1. **Who is the Accessibility Contact Person?**
 - a. Kirsten Petree, NASA HQ
2. **What is the Accessibility Contact's email?**
 - a. Kirsten.Petree[at]NASA.gov
3. **What are the duties of the Accessibility Contact?**
 - a. The accessibility contact acts as a liaison between disabled participants and PIL organizers. They are the person to approach with any questions about accessibility, including accommodations, troubleshooting software, and any other potential issues. While accommodation requests are made anonymously to protect the privacy of the requestor, participants may approach the Accessibility Contact with any further requests and they will handle the matter confidentially.
4. **Is there a means for anonymous communication with this contact?**
 - a. Anonymous communications with the Accessibility Contact can be submitted via our google form: http://bit.ly/ACCOM_FORM

Requesting Accommodations

5. **When is the deadline for requesting accommodations?**
 - a. Attendees should submit accommodation requests by two weeks after acceptance into the program.
6. **What accommodations are possible?**
 - a. **Workshop Support:** The 2021 PI Launchpad will have a conference coordinator and a technical support contact.
 - b. **Webex Instructions:** There will be a video Introduction to Webex and the tools we will be using throughout the workshop linked here by mid-May 2021.
 - c. **Vision Impairment Support:** All platforms/presentations will be screen reader friendly. Webex provides accessibility features for keyboard navigation and contrast customization. All material presented will be available in multiple types of formats (PDFs, Word Docs, etc.)
 - d. **Hearing Impairment Support:** All pre-recorded presentations will feature closed captioning, and all live sessions will have CART captioning. Transcripts and audio tracks will be available for all presentations.
 - e. **Technical Accommodations:** We will have a budget for technical items such as wifi boosters, microphones, and headphones, which participants can request

through the [accessibility form](#).

- f. **Zoom-Fatigue Support:** Sessions are limited to 3 - 4 hours per day and we anticipate a 2-hour break between sessions. There will also be short breaks scheduled throughout the live sessions (roughly 5-minute breaks for every 30 minutes of active time). Additionally, there will be various forms of engagement during sessions.

Appendix: WebEx Accessibility Limitations

Cisco WebEx software is available for multiple platforms, including iOS, Mac OS, Android, and Windows. Below, we have identified a few potential accessibility challenges the software may pose, including ways operating system settings can be used to mitigate WebEx's limitations. We will provide a video demonstrating use of the software as well as a map highlighting the locations of key features in the application.

Category 1. Software Navigation

Functionality	Platforms on which Function is limited/incompatible	Suggested resolution
Text color contrast does not meet minimum requirements	Android, Windows, iOS	Organizers will provide a "map" labeling the key functionality and content that color contrast may make difficult to discern
Text resizing via OS conflicts with software	Android, iOS	Suggest enabling zoom/magnification in OS settings, consulting with "map" for button location
Some elements do not have visible focus (buttons will not highlight when moused-over)	Mac, Windows	Enlarge cursor size
Gesture navigation not fully supported	Android, Mac, iOS	Suggest keyboard navigation macros rather than mouse
Some elements don't fully support keyboard navigation	Windows	Suggest alternate keyboard macros or mouse use if possible

Category 2. Assistive Technology Use (Screen reader)

Functionality	Platforms on which Function is limited/incompatible	Suggested resolution
Some elements do not fully support screen reader software	Android, Mac, iOS	See specific items below and suggested work-arounds
Some windows are without title	Android, Mac	Organizers, avoid multiple WebEx windows (polls, breakouts, etc)
Some elements lack logical focus order	Android, Mac, Windows, iOS	Organizers will provide, in advance, a video orientation to the software and a "map" of the application's key features. If an attendee will be using a screen reader, organizers will provide an ordered list of the application's elements in the order they are parsed to help familiarize the attendee with the software in advance of the meeting.
Some elements don't have corrected Name, Role, Value (screen reader will not read them correctly)	Android, Mac, Windows, iOS	Organizers will avoid use of emoji and graphical content that cannot provide alt-text for accessibility of content pictured
Some forms and data tables don't support screen reader software	Windows	Organizers will use alternate forms/tables as needed