

ACCESS RIDER – VIRTUAL EVENTS

Amanda Leduc

Online events, podcasts, radio etc.

(inspired by and with some parts borrowed from Alice Wong and Leah Lakshmi Piepzna-Samarasinha)

I love doing book events, so if you are interested in having me speak virtually at your literary festival/conference/class, please do get in touch! Please understand that the points outlined below are meant to open up a wider conversation on access and inclusivity in all literary events. The following points are meant as a guide in structuring your events, and while many of the points are must-haves (access *must* be considered a must-have, as it is not a luxury!), I do understand that finding our way through to these must-haves can be a difficult process, hampered by all manner of things. Please do not hesitate to reach out to me through my publicist and ask about any questions or concerns you might have about the points outlined in this access and inclusion rider. We can work toward solutions together.

I look forward to working with you!

For correspondence and questions, contact: Sharon Klein, Random House Canada, sklein@penguinrandomhouse.com

NON-NEGOTIABLES:

1. **ONLINE** public keynotes, book launches, speaking/reading events, workshops and panels with Amanda Leduc **must** include the following:

- **CAPTIONING.** Captions must be provided for any live (non pre-recorded) online event. Live captions (provided by a Communication Access Realtime Translation (CART) transcriptionist are preferred, as the auto-captions provided by Zoom, Google, and other platforms are not accurate. Accuracy in captioning is important and reflects cultural and language equity (auto-caption services are often built on English as a standard language and therefore misspell names and words from different cultural backgrounds). With that said, auto-caption services **may** be used if it is not possible to obtain CART services.
- **RECORDED CAPTIONING (pre-recorded events).** For events that are pre-recorded, auto-captioning services provided by Zoom and Google may be used, **provided that the caption files are gone through and corrected to ensure proper spelling and flow of content prior to posting the event online.**
- **INCLUSIVE MAKE-UP.** All events Amanda Leduc participates in must show a thoughtful, inclusive make-up for the discussion. Diversity is needed in terms of of race, gender identities, sexual orientation, national origin, disability, and other identities.

- **ACCESS VOLUNTEERS.** An access volunteer or staff member other than Amanda must be liaising with the CART workers, ASL interpreters etc and ensuring access tech runs smoothly during an event. Amanda cannot troubleshoot access and speak at the same time.
- **SECURITY PROTOCOLS.** All online events will have security protocols enabled (registration required, ability to mute participants, no screen share from participants, etc) in order to limit the possibility of Zoom bombing and harassment.
- **ACCESSIBLE PROMOTION.** All promotion of any event Amanda partakes in must include image descriptions and alt text for all visual material (on websites, IG, X, Facebook, etc.). Graphics and posts about an event should also note that captioning and ASL will be provided, as applicable.
- **CURATED Q&A.** A volunteer or worker other than Amanda must collect and screen questions for Q and A for webinars, speaking engagements, etc, whether through the chat box or prior to the event.
- **ACCESS CONTACT.** Promotion of any event Amanda participates in must also include the email of an access contact person if anyone has additional questions or accommodation requests.

After an event, if you also plan to post a video of it online (and this has separately been agreed on with Amanda), captions must be included in the video. Ideally, a transcript of the video will be posted with the video as well. Transcripts can be generated from the captioning files.

ADDITIONAL ACCESS NEEDS TO CONSIDER:

2. **ONLINE** public keynotes, book launches, speaking/reading events, workshops and panels with Amanda Leduc **should** include the following where necessary (for example, if an event has confirmed Deaf attendees):

- **AMERICAN SIGN LANGUAGE INTERPRETATION.** Interpreters must be certified interpreters with experience and comfort working with online events and with queer/ BIPOC/ disabled/progressive material. When booking, ensure that there is a minimum of 2 interpreters per hour for an event. Please work to find ASL interpreters with experience with the content - for example, an interpreter who interprets poetry for a poetry reading, people familiar with disabled culture and activism and language, etc.
- If booking ASL for an event, ***please ensure that you book well in advance—at least six weeks***—to ensure that the interpreters are available.
- When booking ASL interpreters, ***please ensure that interpreters are given any necessary information for the panel/discussion/event a minimum of one week prior to the event.*** This includes bios, any moderator questions if available, etc. This allows ASL interpreters ample time to prepare and ensures that they are not having to work entirely on the fly during the event.

- Having ASL interpreters at an event is important for language equity, as ASL is often the first language for many in the Deaf community.

In no case should the cost of ASL or CART come out of Amanda's payment.

RESOURCES

1. MEDIA KIT

- a. For social media handles, photos, image descriptions, and bios for Amanda Leduc, please see her website.

I have read this agreement and agree to follow the protocols outlined within.

Name

Date