**ASSEMBLE! presented by Next Wave**

**ACCESS GUIDE**

**Next Wave is committed to offering a range of access services so everyone can enjoy Assemble!**

We believe that disability is caused by a society and environment with physical, attitudinal, communication and social barriers. It’s our responsibility to create programs that reduce these barriers to enable participation by all people.

Next Wave adopts a range of initiatives that aim to reduce barriers and support our artists and partners to deliver events that are accessible. We encourage you to email us if you have any questions about accessibility or would like to discuss your requirements.

If you would like to request information in another format please email [sullivan@nextwave.org.au](mailto:sullivan@nextwave.org.au). All information in this Access Guide is current as at time of publishing on 18th of May 2020.

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**ACCESS DEFINITIONS**

**Audio Description**

Audio Description adds live or pre-recorded verbal information to performances, events, exhibitions or moving images. Designed for people who are Blind or have low vision, Audio Description can be adapted to any work in any medium.

**Auslan interpreting**

Auslan (Australian Sign Language) is the recognised language of the Australian Deaf Community. Auslan interpretation is available for a range of talks and events.

**Open Captioning**

Open Captioning are on-screen text descriptions that communicate dialogue, identify speakers and describe other relevant sounds. Open Captions are always in view and cannot be hidden.

**Closed Captioning**

Closed Captioning are on-screen text descriptions that communicate dialogue, identify speakers and describe other relevant sounds. Closed Captions are optional and can be toggled on and off.

**Transcription**

Basic transcripts are a text version of the speech and non-speech audio information included in the artist’s original work. Descriptive transcripts for videos also include visual information needed to understand the content. These are used by people who are Deaf, are hard of hearing or have difficulty processing auditory information.

**Language No Barrier**

This symbol indicates that audiences without a comprehensive understanding of the English language can engage with the event.

**AUDIO DESCRIPTION**

Audio Description adds live or pre-recorded verbal information to performances, events, exhibitions or moving images. Designed for people who are Blind or have low vision, audio description can be adapted to any work in any medium.

*The Parallel Effect: Lament*  
Daz Chandler  
  
Video work

Composer Notes and Audio Description for artist’s video *Lament* available on artist’s website - <https://www.paralleleffect.com/> between May 22nd – 31st   
  
The work will be screened on Saturday 30th May at 5:30pm via radioWAVE -  
[radiowave.nextwave.org.au](file:///C:\Users\sullivan\Desktop\Access\radiowave.nextwave.org.au)

**AUSLAN INTERPRETATION**

Auslan (Australian Sign Language) is the recognised language of the Australian Deaf Community. Auslan interpretation is available for a range of performances, talks and other events.

Please note, Next Wave is committed to providing Auslan interpretation as required for our audiences. If there is an event, session or workshop that you require Auslan interpretation for that is not listed below, please get in touch with us at [sullivan@nextwave.org.au](mailto:sullivan@nextwave.org.au).

*Psychic Merger*  
White Line Fever

Auslan interpreted rituals via Zoom  
  
Saturday 23rd May at 1pm via radioWAVE  
[radiowave.nextwave.org.au](file:///C:\Users\sullivan\Desktop\Access\radiowave.nextwave.org.au)

*Pigskin Toxic Energy Purge*  
White Line Fever

Auslan interpreted rituals via Zoom

Saturday 30th May at 1pm via radioWAVE  
[radiowave.nextwave.org.au](file:///C:\Users\sullivan\Desktop\Access\radiowave.nextwave.org.au)

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*Climate Conversations with Scotty from Marketing*  
Ben Brooker

Auslan Interpreted performance panel

Saturday 30th May at 4:30pm via radioWAVE  
[radiowave.nextwave.org.au](file:///C:\Users\sullivan\Desktop\Access\radiowave.nextwave.org.au)

**OPEN CAPTIONING**

Open Captioning are on-screen text descriptions that communicate dialogue, identify speakers and describe other relevant sounds. Open Captions are always in view and cannot be hidden.

*Immersion: Parra River Patch*Kalanjay Dhir  
  
Video work.

An open captioned version of the work will be shown on Saturday 30th May at 6pm via radioWAVE  
[radiowave.nextwave.org.au](file:///C:\Users\sullivan\Desktop\Access\radiowave.nextwave.org.au)

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*Unseen Rare Loam*Alex Last  
  
Artist Website

Open Captioning available for all video content on artist’s website - <http://alexlast.net/> between May 22nd – 31st

**CLOSED CAPTIONING**

Closed Captioning are on-screen text descriptions that communicate dialogue, identify speakers and describe other relevant sounds. Closed captions are optional and can be toggled on and off.

*deadstream\_DABILBUNG (brokenwater)*  
Libby Harward  
  
Episode 2: SALTWATER REFLECTIONS WATER OVER RIPPLED SAND Gheebelum Uncle Bob Anderson Ngugi Mulgumpin  
  
Episode 3:UNDER EXPOSED OVER EXTRACTED  
  
Video Work.

Captioned versions available on the artist’s website - <http://libbyharward.art/> or via radioWAVE on Saturday 23rd May at 5pm  
[radiowave.nextwave.org.au](file:///C:\Users\sullivan\Desktop\Access\radiowave.nextwave.org.au)

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*Pigskin Necromancer*  
White Line Fever

Closed Captioning available for all video content on artist’s website - <http://www.whitelinefever.net/> between May 22nd – 31st

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*Vogue Femme Workshop*  
Kiki Dévine  
  
Vogueing Dance Workshop.

Closed Captioning of workshop available via radioWAVE on Saturday 23rd May at 4pm  
[radiowave.nextwave.org.au](file:///C:\Users\sullivan\Desktop\Access\radiowave.nextwave.org.au)

**TRANSCRIPTIONS**

Basic transcripts are a text version of the speech and non-speech audio information included in the artist’s original work. Descriptive transcripts for videos also include visual information needed to understand the content. These are used by people who are Deaf, are hard of hearing or have difficulty processing auditory information.

*Warm Welcome*  
Aunty Georgina (Wurundjeri Land Council), Uncle Jack Charles, Peter Waples-Crowe, Alice Skye and Bella Waru.  
  
First Nations storytelling  
  
Transcript available upon request by emailing [sullivan@nextwave.org.au](mailto:sullivan@nextwave.org.au)

This episode is available via radioWAVE on Friday 22nd May at 5:30pm   
[radiowave.nextwave.org.au](file:///C:\Users\sullivan\Desktop\Access\radiowave.nextwave.org.au)

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 *Rest*  
Isabella Whāwhai Waru  
  
Radio show and music

Transcript available upon request by emailing [sullivan@nextwave.org.au](mailto:sullivan@nextwave.org.au)

This episode is available via radioWAVE on Friday 22nd May at 5:30pm   
[radiowave.nextwave.org.au](file:///C:\Users\sullivan\Desktop\Access\radiowave.nextwave.org.au)

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*Vespertine*  
Marcus Whale  
  
Discussion and music

Transcript available upon request by emailing [sullivan@nextwave.org.au](mailto:sullivan@nextwave.org.au)

This episode is available via radioWAVE on Saturday 23rd May at 2pm as a part of the Liquid Architecture segment “Polymorphic Salon”  
[radiowave.nextwave.org.au](file:///C:\Users\sullivan\Desktop\Access\radiowave.nextwave.org.au)

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*deadstream\_DABILBUNG (brokenwater)*   
Libby Harward  
  
Episode 1: WARIBUL WAYIRA (hungry water-ways) – No Dialogue  
Episode 7: SMOKE CLOAK – Video (no audio)

Both episodes available on the artist’s website - <http://libbyharward.art/> or via radioWAVE on Saturday 23 May at 5pm

[radiowave.nextwave.org.au](file:///C:\Users\sullivan\Desktop\Access\radiowave.nextwave.org.au)  
  
Episode 4: DOWNSTREAM Aunty Cheryl Moggs Bigambul

Transcript available upon request by emailing [sullivan@nextwave.org.au](mailto:sullivan@nextwave.org.au)

This episode is available on the artist’s website - <http://libbyharward.art/> or via radioWAVE on Friday 29th May at 5:30pm   
[radiowave.nextwave.org.au](file:///C:\Users\sullivan\Desktop\Access\radiowave.nextwave.org.au)

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*In Perpetuity*  
Ivey Wawn

PDF/Word Document of essay text available on the Next Wave website between 18th – 31st May. Please email [sullivan@nextwave.org.au](mailto:sullivan@nextwave.org.au) for a copy.  
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*The Parallel Effect: The Power of Parallels*  
Daz Chandler  
  
Keynote.

Transcript for artist’s radio work “The Power of Parallels” available upon request by emailing [sullivan@nextwave.org.au](mailto:sullivan@nextwave.org.au). This will be available on the Next Wave website between 30 - 31 May.

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Leisuretime I  
  
Plain Text and PDF versions of publication available upon request between 18th – 31st May. Please email [sullivan@nextwave.org.au](mailto:sullivan@nextwave.org.au) for a copy.

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*Southern Ecophony: Wind and Water*  
Rachel Meyers  
  
Guided Sound Walk  
  
Word document versions of the sound walk instructions are available upon request between 22 – 31 May. Please email [sullivan@nextwave.org.au](mailto:sullivan@nextwave.org.au) for a copy.

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*deadstream\_DABILBUNG (brokenwater)*   
Libby Harward  
Episode 5: BLOODLETTING – Minimal Dialogue

This episode is available on the artist’s website - <http://libbyharward.art/> or via radioWAVE on Saturday 23 May at 5pm  
[radiowave.nextwave.org.au](file:///C:\Users\sullivan\Desktop\Access\radiowave.nextwave.org.au)  
  
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*INTERIORS*  
fine print magazine  
  
Video work.  
  
Transcript for artist’s pre-recorded videos available upon request by emailing [sullivan@nextwave.org.au](mailto:sullivan@nextwave.org.au).

These videos are viewable on Saturday 30th May at 4pm via radioWAVE  
[radiowave.nextwave.org.au](file:///C:\Users\sullivan\Desktop\Access\radiowave.nextwave.org.au)

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**LANGUAGE NO BARRIER**

At Next Wave, we welcome audiences from all communities to attend our events, regardless of which language you speak. This symbol indicates that audiences without a comprehensive understanding of the English language can engage with the event.

*The Parallel Effect: Lament*  
Daz Chandler   
  
Video Work.

This video work is available on the artist’s website - <http://www.paralleleffect.com/> on May 22 - 31 or via radioWAVE on Saturday 30 May at 5:30pm

[[radiowave.nextwave.org.au](http://www.paralleleffect.com/radiowave.nextwave.org.au)](file:///C:\Users\sullivan\Desktop\Access\radiowave.nextwave.org.au)

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*deadstream\_DABILBUNG (brokenwater)*

Episode 1: WARIBUL WAYIRA (hungry water-ways)   
Episode 5: BLOODLETTING   
Episode 7: SMOKE CLOAK

These episodes are available on the artist’s website - <http://libbyharward.art/> or via radioWAVE on Saturday 23 May at 5pm  
radiowave.nextwave.org.au

Episode 8: AMPLIFICATION AFFIRMATION LOCATION, SPIRIT, SONG, a call for healing through sound.

This episode is available on the artist’s website - <http://libbyharward.art/> or via radioWAVE on Friday 29 May at 5.30pm  
radiowave.nextwave.org.au

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*Psychic Merger*  
White Line Fever  
  
Saturday 23 May at 1pm via radioWAVE  
[radiowave.nextwave.org.au](file:///C:\Users\sullivan\Desktop\Access\radiowave.nextwave.org.au)

*Pigskin Toxic Energy Purge*  
White Line Fever

Auslan interpreted rituals via Zoom

Saturday 30 May at 1pm via radioWAVE  
[radiowave.nextwave.org.au](file:///C:\Users\sullivan\Desktop\Access\radiowave.nextwave.org.au)

**ZOOM**

A number of Assemble! activities will be hosted on Zoom. Zoom is a cloud-based platform for video and audio conferencing, chat, and webinars

**How Zoom works**

Prior to an event you will be provided with a link that you can use to join the Zoom at the time it begins. At the start time (or just before), click the link.

For ease of use it is recommended you [download the desktop version of Zoom](https://zoom.us/download) or the app on your phone/tablet, however there is also a browser based version of Zoom that can be used. If you do not have Zoom downloaded on your device, Zoom will open in your browser.

It is recommended that you use a device with both audio (i.e. built-in or external microphone) and video functionality (i.e. built-in camera or webcam) to enhance your user experience.

**General Tips**

* Include your pronouns in your screen name e.g. Simon Smith (he/him), Jen Jones (they/them)
* Announce your entry, give your name and physically describe yourself when you enter e.g. “Good evening, my name is Jen and I am wearing a red shirt and a yellow hat...”
* Speak slowly and clearly, watching for prompts (verbal and non-verbal) from other attendees to speak slower or repeat something
* Mute your microphone if you are not speaking to avoid sound interference.

**How to add your pronouns into your screen name**

1. In the Zoom dashboard, navigate to your initials in the top right corner
2. Click Settings in the dropdown menu
3. Click Profile in the menu on the left
4. Click Edit My Profile
5. Zoom will open your profile in your browser
6. Click Edit at the top right next to your screen name
7. You can now add your pronouns at the end of your Last Name.

**Keyboard Shortcuts for Zoom**

To ensure full keyboard support within the desktop meeting client, the toolbar must be set to not automatically hide. This can be accomplished by unchecking the "Always show meeting controls" under the "Accessibility" section of the desktop application Settings, or in the "In-meeting (basic)" section of the web portal Settings. This may be also be accomplished on a per-meeting basis using the "Toggle the 'Always show meeting controls' option in Settings/Accessibility" keyboard shortcut.

|  |  |  |
| --- | --- | --- |
| **Description** | **Windows** | **Mac** |
| Toggle the "Always show meeting controls" option in Settings/Accessibility | Alt | Ctrl + \ |
| Navigate among Zoom popup windows/toolbars | F6 | CMD + ~ |
| Change focus to Zoom meeting controls (at the top when sharing your screen at the bottom when not sharing) | Ctrl + Alt + Shift | CMD + ~ |
| Begin remote control | Alt + Shift + R | Ctrl + Shift + R |

Keyboard shortcuts are editable via the Accessibility settings. A full list of Keyboard Shortcuts can be found [here](https://support.zoom.us/hc/en-us/articles/205683899-Hot-Keys-and-Keyboard-for-Zoom).

**How to turn on Closed Captions as an Attendee**

Not all Zoom meetings will have close captions available. If you are making captions available for your attendees, please let them know prior to the meeting.

1. Once you have entered a Zoom meeting, navigate to the black menu bar at the bottom of the window
2. Click on Closed Caption, which can be found on the right hand side of the menu
3. To change the size of the captions, click the arrow next to the start/stop video icon, click Video Settings, then navigate to the Accessibility option. You can then scale the size of the captions to be smaller or larger.

More information about Zoom’s Closed Caption functionality can be found [here](https://support.zoom.us/hc/en-us/articles/207279736-Getting-Started-with-Closed-Captioning).

**How to pin a video to prioritize an Auslan interpreter**

Where provided, Auslan interpreters will appear in a similar way to a speaker in a Zoom meeting. To prioritize their video stream:

1. Navigate to the interpreter’s video and hover over the top right corner where a blue square with three dots will appear
2. Click the blue square and select “Pin Video”
3. You can easily change the size and location of the pinned video in Full Screen view by clicking the four arrow icon in the top right of the screen.

An example of how to do this can be found [here](https://www.youtube.com/watch?v=cRfSmUvIDNE). Instructions on how to pin video can be found [here](https://support.zoom.us/hc/en-us/articles/201362743-Pin-Video).

**Active Speaker mode**

Active Speaker mode allows you to see the face of the person currently speaking in large view and the faces of everyone else as small icons at the top. This makes it easier to lipread. For more information on video layouts go [here](https://support.zoom.us/hc/en-us/articles/201362323-How-Do-I-Change-The-Video-Layout-).