[Required Information]

That section must be filled by the content editor/writer.

The information in that section is necessary for the web developer.

While you are reviewing the content make sure you apply some best practices:

* HTML first, if you have an alternative version (word, pdf) a link will be on the page.
* Use only the predefine style in word, Heading 1 Heading 2 etc.
* Anywhere there is link we should have the detail in bracket
  + example:
    - [*EN 301 549* (PDF, 2.3MB)](https://www.etsi.org/deliver/etsi_en/301500_301599/301549/03.02.01_60/en_301549v030201p.pdf)
    - [*EN 301 549* (PDF 2.3Mo) (disponible seulement en anglais)](https://www.etsi.org/deliver/etsi_en/301500_301599/301549/03.02.01_60/en_301549v030201p.pdf)

**Short Introduction / Description**

Recordings typically fall into one of two categories, an in-person facilitated event (Standard Video) or an audio-only presentation. Here is a definition of each type and their respective accessibility requirements.

category:

  - How to's

sub-category:

  - Create web content

audience:

  - Everyone

**Recordings**

Table of Contents

[Recordings 4](#_Toc141104795)

[Recorded Presentation – Audio Only (without a seen presenter) 4](#_Toc141104796)

[Recorded Standard Video – With a Visible Facilitator 4](#_Toc141104797)

# Recordings

Recordings typically fall into one of two categories, an in-person facilitated event (Standard Video) or an audio-only presentation. Below we have defined each type and their respective accessibility requirements.

## Recorded Presentation – Audio Only (without a seen presenter)

* A recorded presentation becomes a video, so it must follow the same rules as all time-based media, meaning the following are required:
  + Transcript.
  + Captioning.
  + Audio Description.
  + Keyboard Access.
* If a document or presentation is being used during the recording:
  + An accessible version of the supporting documentation (PPT, DOC, etc.) must be created. If the presenter says each word on each slide, this step can be skipped, however, it is **highly recommended** that an accessible version be made available to all users as a best practice.
  + At this time, Audio description (describing (during natural pauses in the dialogue) what is happening on the screen) is not required **unless it concerns Health and Safety for citizens.**

## Recorded Standard Video – With a Visible Facilitator

* Create an [accessible version of PowerPoint](https://a11y.canada.ca/en/guides/office365/accessible-powerpoint-documents-365/). If the presenter says each word on each slide, this can be skipped, but not recommended.
* Provide closed captioning of what the presenter says and include descriptive text for all relevant and important actions and/or sounds.
* Provide a written transcript of what was said and include descriptive text of all **relevant and important** sounds and/or actions.