



We are inviting all deaf and hard of hearing members, as well as shop stewards and branch officers that represent such members, to NALC's Virtual Conference for Deaf and Hard of Hearing hosted by Director of Safety and Health Manny Peralta and Director of Retired Members Dan Toth. This conference will provide training regarding management's obligations to provide accommodations for the deaf and hard of hearing.

The conference includes a detailed review of your rights and management's obligations when providing accommodations for the deaf and hard of hearing. There will be an opportunity for questions and answers as well as time for participants to provide feedback regarding future trainings or conferences.

When & Where

The conference will be held via Webex videoconferencing software Sunday August 8th at 2:00 PM Eastern Time. The conference will run approximately two hours.

Accommodations

The conference will utilize certified American Sign Language (ASL) interpreters as well as closed captioning. Participants will be able to submit questions and comments through the chat feature.

Registration

Registration is open to any member July 12th through August 8th. To access the registration option, go to the NALC website at <http://www.nalc.org> and log on to the "MEMBERS ONLY" portal. Once logged on to the "MEMBERS ONLY" portal, click the "Meetings Registration" button which will display a list of upcoming meetings. From there select the "Deaf and Hard of Hearing Conference" and submit your registration.

Branch and state presidents can also register their members for them to attend by logging into the "MEMBERS ONLY" portal then clicking the "Meetings Registration" button, which will display a list of upcoming meetings. From there, presidents can register a member(s) by entering their last name in the "Search" box and selecting the correct member from the drop-down list. A member can also be removed from the "Registry" list by checking the box under the delete column next to the corresponding member.

Training Materials

Training materials and other pertinent information may be supplied for the session in the form of PDF documents. Access to these documents is available during the registration process.

These documents will also be available to registrants on their "MEMBERS ONLY" page. The documents can be printed, copied, and/or saved. Also included with this letter are copies of Management

Instruction EL-670-2021-x *Providing Communication Accommodations to Employees and Applicants Who Are Deaf or Hard of Hearing* as well as Memorandum of Understanding Re: *Deaf and Hard of Hearing*.

Accessing Meeting Information and/or Joining the Meeting

When a registered member wants to access training materials, or join the conference, they can go to the NALC website at <http://www.nalc.org> and log on to the “MEMBERS ONLY” portal. Once logged into the portal, the member will press the “Deaf and Hard of Hearing Conference” button. For each meeting, there will be three buttons: the “Documents” button will give the member access to the training materials; the “Topics” button will give the member access to a list of topics (if any); and the “Join” button. The “Join” button will appear 30 minutes prior to the start time on the day of the meeting.

If you log into the “MEMBERS ONLY” portal sooner than 30 minutes prior to the start of the meeting, you will need to exit to the home page and re-enter to access the “Join” button.

Once you select the join button, you will be taken to a Webex website titled “Starting your meeting...”. Scroll down to select “Join from your browser.” When joining, the member will be prompted to enter their name and email address in order to attend the meeting. Proceed by selecting the “next” button followed by the “Join Meeting” button.

We look forward to seeing you at NALC’s first deaf and hard of hearing conference! If you have any questions or concerns you can reach out to your national business agent for assistance.