Hello [HR compliance person's name],

My name is [Your name]. I'm a supervisor in [Department name].

I'm writing concerning an accessibility at work request on behalf of a visually impaired team member.

Until now, slide content presented through Zoom's screen share has been inaccessible to screen readers and magnifiers. The product solving this issue is called, Scribe for Meetings.

Scribe for Meetings enables shared slide decks to be completely accessible to a screen reader or magnifier by converting content to WCAG2.1 compliant HTML.

Scribe for Meetings will allow my team member to:

* Access project content real-time within a shared slide show using a screen reader or screen magnification.
* Convert project materials to several accessible formats including braille and large print.
* Independently review shared material in synch with their team.
* Process and problem solve according to their optimum method of information input.
* Engage more proactively, in real-time, with the team.
* Review material as needed, not relying solely on what is spoken in the meetings.
* Improve their productivity.

For the team leader or presenter Scribe for Meetings will:

* Be a simple 5-minute upload.
* Make the presentation available to them by pasting one link in chat.
* Prevent the presenter from repeating material out loud.
* Allow a smoother accessible flow of the meeting.
* Remove one more barrier to making content accessible.

There is more information about Scribe for Meetings at <https://www.pneumasolutions.com/products/scribe-for-meetings/>

The employee who requested the accommodation is a valued member of our team. I fully support the acquisition of the software.

Scribe for Meetings seems a reasonable accessibility accommodation which is not cost prohibitive.

Respectfully,  
[Your name]