

## **Tips for Successful Remote CART Captioning Services**

- Make sure the room you want captioning in has a reliable Internet connection and test the connection 24 hours before your event.
- If you are using a laptop computer, make sure your laptop is plugged into a live electrical outlet. If you're using a mobile device, make sure the device is fully charged or connected to a charger.
- A wireless microphone works best for us to receive audio. We recommend a Revolabs xTag wireless microphone. Make sure your microphone is charged and ready to go. We can also on occasion use a conference call for audio.
- Anticipated terminology is essential. We need agendas, handouts, PowerPoint presentations, acronyms, proper names and unique terminology at least 24 hours in advance.
- Be sure to schedule the amount of time you need. Our schedules are usually very tight. Our captioners cannot always stay on if you run over your scheduled time.
- It is always best to test with us in advance, particularly if you're projecting the captions to a screen. This is also a great way to become familiar with and comfortable with the remote captioning software and services.

## **Tips for Successful Onsite CART Captioning Services**

- Make sure your captioner is located close to the main speaker and can hear everyone in the room clearly.
- Make sure your captioner is located near or has access to an electrical outlet.
- Anticipated terminology is essential. We need agendas, handouts, PowerPoint presentations, acronyms, proper names and unique terminology at least 24 hours in advance.
- Make sure to give the captioner a break every 90-120 minutes. If you are not planning on taking breaks, you will need to have two captioners.
- Remember that the captioner is facilitating communication and will not participate or comment during an event.
- Be sure to schedule the amount of time you need. Our schedules are usually very tight. Our captioners cannot always stay if you run over your scheduled time.