Scheduling a CART/Captioning Event:

A Guide to Comprehensive Intake

On-Site

- ➢ Review logistics to determine:
  - On-site contact(s) and early entry pass
  - If there is an on-site tech team
    - o Set up pre-event meeting
    - o Obtain and print a hard copy of day-of-event contact(s)
    - o Determine arrival for setup and testing
  - Where you will be seated
  - Access to audio, including audience, if applicable
    - o Room audio
    - o Soundboard
  - Access to power source
  - Connection to display and/or streaming platform
    - o HDMI
    - o Ethernet cable (preferred) or dedicated WiFi

Remote

- ➢ Review logistics to determine:
  - If event is on-site, remote or hybrid
  - If there is an on-site tech team
    - o Set up pre-event meeting
    - o Obtain and print a hard copy of day-of-event contact(s)
    - o Determine connection time for testing
  - Access to event audio and/or visual
  - On-site and/or remote display/platform

Open Captioned

- Monitor/Projector
- Monitor/Projector with other visuals
  - o On-site tech can handle caption integration, otherwise determine platform
  - o Advise client to allow space for captions so as not to obstruct content
- LED display

Closed Captioned

- Captions to be viewed on participants' personal devices
- Captions to be viewed on devices provided by organizer or captioner

Platform Examples

- CART window screen share
- Zoom meeting

- o Educate organizer on disabling AI Companion settings
- Zoom webinar
  - o Be sure to get a Presenter invitation for embedded captions
- Teams
- WebEx
- GoToMeeting
- Adobe Connect
- YouTube
- StreamText
- StreamCast
- 1CapApp
- Text on Top
- Encoder

Prep

- ➢ Request information in advance, setting firm deadlines
  - Run of Show
  - Speaker names and bios
  - PowerPoints
  - Unique acronyms and terminology
  - Scripts
    - o Request subsequent script edits be provided timely
  - Videos
    - o Are event videos already captioned? If not, request video or video details
- ➢ Provide organizers with URL and/or QR Code for link to caption platforms, if required
- ➢ Test scripts
  - Determine correct output settings
  - Ensure platform accepts format and diacritical marks
- ➢ Equipment checklist

Setup

- Request inclusion in rehearsal/sound check
- Arrive/login early to meet with tech team
- Test Internet speed, if applicable
- Ensure quality audio

- ➢ Be clear on your terms when accepting an assignment, and include a cancellation policy. It is best practice to do so in writing.

- ➢ Have a backup plan so you are less likely to need one.

- ➢ When providing equal access, always consider consumer preferences in setup: location, lighting, font, colors, etc.