

# VITAC LIVE CAPTIONING FOR MEETINGS AND WEB CONFERENCES

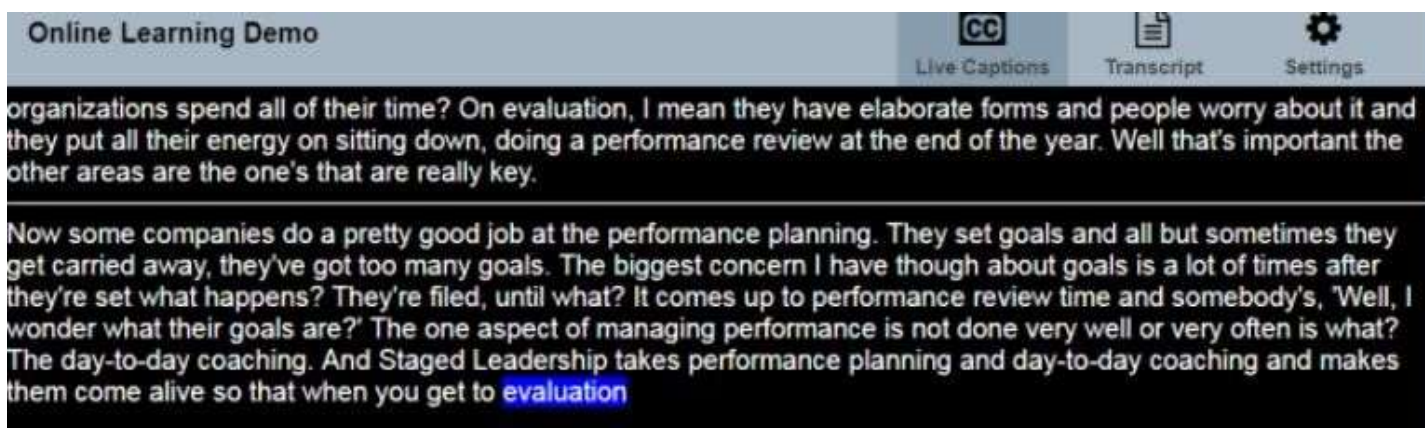
## For Meeting Participants

If VITAC [Live Captioning](#) Services have been scheduled for your upcoming audio or video meeting, you will have access to live, real-time captions displayed in an easy-to-use streaming text window called the VITAC Internet Captioning Services (ICS)

Streamer – or ICS Streamer.

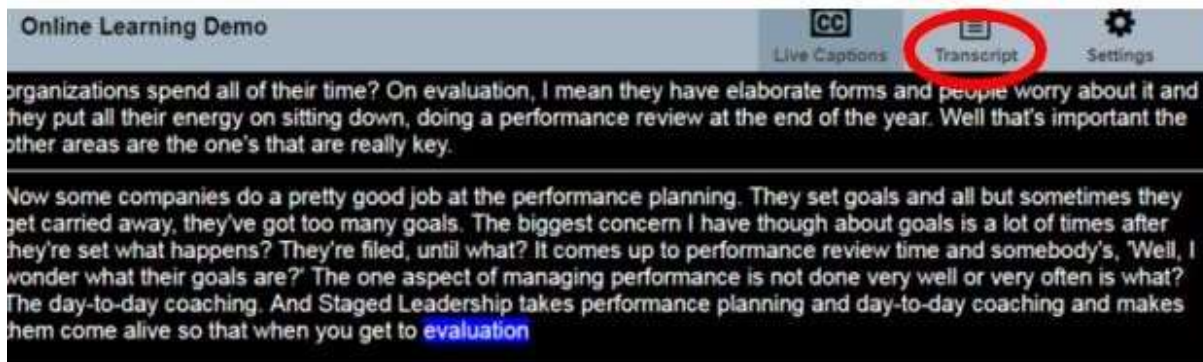
### How to Access VITAC Closed Captioning for your Audio Meeting:

- **Before the Conference\*** – In your meeting confirmation email, your meeting organizer will provide you with a link to the ICS Streamer. This will allow you to access VITAC’s high-quality, live captions during your meeting.
- \*We suggest you dial into your Audio Meeting and the VITAC ICS Streamer session 5 to 10 minutes before the meeting start time to familiarize yourself with the available tools.
- **During the Conference** – If you are participating in an audio meeting/conference call, you will need one browser window open which displays the streaming captions via the VITAC ICS Streamer.



The screenshot shows a video player interface for an "Online Learning Demo". At the top, there are three icons: "CC" (Live Captions), a document icon (Transcript), and a gear icon (Settings). Below the icons, the video content is displayed with live captions. The captions are white text on a black background. The visible text reads: "organizations spend all of their time? On evaluation, I mean they have elaborate forms and people worry about it and they put all their energy on sitting down, doing a performance review at the end of the year. Well that's important the other areas are the one's that are really key." Below this, another line of captions reads: "Now some companies do a pretty good job at the performance planning. They set goals and all but sometimes they get carried away, they've got too many goals. The biggest concern I have though about goals is a lot of times after they're set what happens? They're filed, until what? It comes up to performance review time and somebody's, 'Well, I wonder what their goals are?' The one aspect of managing performance is not done very well or very often is what? The day-to-day coaching. And Staged Leadership takes performance planning and day-to-day coaching and makes them come alive so that when you get to [evaluation](#)".

- **After Your Conference** – If available, save a copy of the unedited transcript to your own computer. Note: This option is dependent on your meeting organizer’s preferences.



## How to Access VITAC Closed Captioning for your Video Meeting:

- **Before the Conference\*** – In your meeting confirmation email, your meeting organizer will provide you with a link to the ICS Streamer. This will allow you to access VITAC’s high-quality, live captions during your meeting. Please note that you will need to log in to **TWO** separate websites using different links:
  - Video meeting web link (this link will direct you to the event arranged by your meeting organizer)
  - VITAC ICS Streamer web link. This web link will be included in your meeting confirmation email.
- \*We suggest you log in to the Web Conference and the VITAC ICS Streamer session 5 to 10 minutes before the meeting start time to familiarize yourself with the available tools.
- **During the Conference** – If you are participating in a video meeting, you will have two web browser windows open.
- **After Your Conference** – If available, save a copy of the unedited transcript to your own computer. Note: This option is dependent on your meeting organizer’s preferences.

## For Meeting Organizers

To easily schedule VITAC Captioning Services for your live audio/video meeting or web conference, please visit our [caption ordering site](#). As you place your order, you will want to decide whether you need things like:

- An Immediately Available Unedited Transcript (for downloading by meeting attendees)
- An Edited Transcript (to include in perpetuity in your meeting recording)
- Two-Way Communication between Captioner and Participants for Q&A
- Spanish Captioning and Transcription Services

Captioning Services must be requested 72 hours prior to the event start time in order to guarantee the availability of a captioner. Once captioning for your meeting or web conference has been scheduled, you will receive a confirmation of your captioning order, your caption Event ID, and a unique event link to VITAC's easy-to-use streaming text window called the VITAC Internet Captioning Services (ICS) Streamer – or ICS Streamer.

### **You can then share a link to the ICS Streamer with your meeting attendees in two ways:**

- You can paste the unique link from your confirmation email into your meeting invitation. This will be a separate link from the meeting event. Please remind participants that they may need to open two separate website windows at the start of the event: one window for the meeting/conference and another window to display the captions. (Audio conference attendees will only open one website window to view captions.)
- You can direct attendees to [this website](#) and provide them with the Event ID received in your caption confirmation email. Your meeting attendees can then navigate to [this website](#) and enter the Event ID in the “Confirmation” section at the top right of [this website](#).