

Requesting Real-Time Captions for Your Zoom Webinar

The following instructions apply to any office that is providing a live webinar and wishes to include live closed captions in real time.

- 1) Requests should be sent **at least one week** prior to the event to ensure that we can schedule a captioner.
- 2) Host creates a Zoom session and must allow captions/CART captioner. Follow the [Steps for Providing Real-Time Captions in Zoom](#).
- 3) Send requests to Interpreter Services Office: interpreters@nvcc.edu
 - Include the following information:
 - Title of webinar:
 - Presenter's Name:
 - Host's name:
 - Host's email:
 - Webinar Day:
 - Webinar Date:
 - Webinar Begin Time:
 - Webinar End Time:
 - Session Link: *(all of the above information may be sent prior to sending the link. If the link is sent at a later date, the above information should be included again)*
- 4) Interpreter Services will confirm with host when a captioner has been scheduled.
- 5) Reminder: the captioner will be able to provide on-screen captions only after **the host** of the meeting enables captions and assigns a captioner. Instructions to do so are found here: [Steps for Setting Up Real-Time Captions in Zoom](#).

Interpreter Services Office

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✉ interpreters@nvcc.edu

