

Transcription

Add-on. Charges include: billed in 15-minute increments, plus cost of recording. Additional fees for: rush delivery, transcription in other languages. You must purchase a recording to receive this report.

We can provide a written text version of your conference. Transcripts are written in the original event language. Transcripts can also be translated into over 10 languages.

Delivery time and format

The transcript is available within the time frame selected upon booking as a Word file. Sign in to the Events Portal to download it.

English transcripts

English transcripts are available within 3 business days. 3 and 6 hour rush times are subject to approval.

- Standard - 3 business days
- Rush - 48 hours, 24 hours, 6 hours, 3 hours

Transcripts in other languages

For conferences in a language other than English, transcripts are available within 5 business days.

Booking information

This option can be booked online using the Events Portal. You can't add it after you submit your request.

Transcripts are written in the event language selected upon booking.

On the Audio Event Details page under Enhanced Services, select:

- **Recording** and choose the recording type. At least one recording is required for transcription.
- **Transcription** and then select who should receive the transcript (moderator or you, the scheduler) and your requested turnaround time.

Enhanced Services

Please note: Additional fees and charges may apply, and do vary by customer. Please contact your account manager for additional information

Transcription - Will this conference need to be Transcribed? (Standard Turn Around for English is 24 hours)

Requested Delivery Time **Choose the Transcription Recipient**

24 Hour Jenna Cohen - Moderator

Recording - Would you like this event to be recorded?

Example report

The following is an example of a transcript.

Company: Alltrek
Conference Title: Briefing Conference
Moderator: Jenna Cohen
Date: Tuesday, 25th February 2020
Conference Time: 13:00 EST

Operator: Welcome to the Alltrek Briefing Conference. I will now turn the call over to Charles Han.

Charles Han: Thank you, Operator. Great to be here in the new Dallas office. First off, I want to express how very proud I am of the work that we did, and I am honored to be part of this team. We raised over 1.3 million in our fundraising campaign period. As you know, all the proceeds will be going toward the American Cancer Society. We raised about 200,000 thousand more than last year, which makes this year's result the highest after our 2018 fundraising campaign. So, you should all be giving yourselves a big pat on the back.

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See also

- [Translated transcription](#)
- [Recording](#)

Operator Assisted

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