



REALTIME TRANSCRIPTION, CLOSED AND OPEN CAPTIONING, COMPUTER ASSISTED REALTIME TRANSLATION (CART) AND INTERPRETATION

The Senate makes every effort to communicate with and provide access to the physically disabled. The above mentioned services provide the hearing impaired access to Senate deliberations. Make sure you are clearly understood!

Remember...



✍ Each time you intervene in the committee meeting your words are being transcribed and interpreted in the other official language, all while you are speaking.



✍ In the hours and days that follow, the words you have spoken will be edited and translated for publication. If the proceeding is televised, your words will be heard as well as read on national television, as your comments are being closed captioned for the hearing impaired.

To help the Committees Directorate, Debates Services reporters and Translation Bureau interpreters better serve you and our viewing public, please:



✍ Before your appearance, provide the clerk with a copy of your presentation, who will ensure that the reporters and interpreters receive copies. A translation would facilitate the services offered by both parties and, further, ensure that your words are being faithfully interpreted and reported in the other official language.



✍ If you intend to speak in both official languages alternately, make your interventions at least a paragraph long. This enables the interpreters to provide a more complete interpretation, the reporters to provide better captioning, and your audience not fluent in both languages to more easily follow your speech.



✍ Speak clearly into the microphone at a reasonable speed.



✍ For quotations, cite the title of the document and page numbers.