

## Captioning in Zoom

Bryn Mawr College has a contract with ACS to provide real-time (i.e., live) captioning for your online event in Zoom. To schedule an event with captioning, email our service coordinator, Emily Mathew ([Emily@ACSCaptions.com](mailto:Emily@ACSCaptions.com)). **Standard request time is two to three weeks.**

Within your email message, include the following information:

- + Event Title (Class Title)
- + Date (Days of the week)
- + Start and End Time
- + Emergency Contact
- + Materials (slides, scripts, handouts, participant names, etc) That Help Writer Prepare
- + Billing Point of Contact

Emily will contact you to confirm all details.

Please note:

### Fees

Remote CART captioning (verbatim) costs are \$79 per hour with a one-hour minimum and then billed in 15-minute increments thereafter.

### ACS Cancellation Policy

Remote captioning jobs that cancel with less than 24 business hours' notice (one business day) are billed for the total scheduled time. Onsite captioning jobs that cancel with less than 48 business hours' notice (two business days) are billed for the total scheduled time. Interpreting assignments cancelled with less than two full business days' notice are fully billable. Cancellations due to inclement weather are billable in full.