

RTT REQUEST FORM

(Real-Time Transcription)

MEETING NAME/TITLE	
DATE OF JOB	
START TIME	
END TIME	
LINK to ADOBE CONNECT	
DIAL IN NUMBERS	
PASSCODE	

Will the session/call be supported in other languages?	YES	NO
If YES, please provide SAMANAGE ticket# for Interpretation support: Which Languages were requested:	Ticket# Languages	

Moderator / chairperson's name	
List of participants	PLEASE ATTACHE SEPARATE DOC WITH LIST OF PARTICIPANTS
List of specialized terms	PLEASE PROVIDE IN ADVANCE IF DIFFERENT FROM ANY CURRENT/KNOWN TERM
Is a transcript needed? YES / NO	YES NO
Email and name of person receiving the transcript	Name Email
When is the transcript needed? (Next day, or 3 days)?	Next Day 3 Days
Point of Contact (person to reach during event – whoever is on Adobe Connect as Host)	Name E-mail
POC phone number	POC Phone Number