



BEST PRACTICES FOR COMMUNICATION ACCESS REALTIME TRANSLATION (CART)

TIPS & GUIDELINES FOR HOSTING EVENTS



INTERNET CONNECTION AND EQUIPMENT

- Test internet connection at least 24 hours prior to event.
- Test audio/microphones. If needed, contact ITS for support.

SPEAK CLEARLY

- Be mindful of others speaking. Take turns and do not speak over others.
- Enunciate, pause, and talk at a moderate pace.
- Use a microphone/speaker to enhance sound.

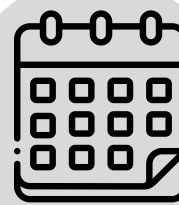


SHARE HANDOUTS OR MATERIALS

- Prior to event, share any slides/handouts and any acronyms, proper names, and specific terminology or content.
- For multiple guest speakers, please share a list of names.

SCHEDULE AHEAD OF TIME

- Coordinate and plan for CART as early as possible.
- Schedule for the amount of time you will need.



SPEAK TO THE AUDIENCE NOT THE WRITER

- The writer facilitates communication and does not participate

FOR LARGE EVENTS, CREATE QR CODE

- Create a QR code with link to view captions and provide it to your audience.

***Scan the QR code here to access LBCC's CART Request form**



- Please note for Accommodations: At least 72 hours prior to the event, (562) 938-4558 (voice), (562) 353-4217 (videophone), & DSPS-staff@lbcc.edu // Sign Language Interpreting Stephanie Bonales at sbonales@lbcc.edu or (562) 938-4918
- Communication Access Realtime Translation: 5 business days prior to the event, contact Human Resources Staff: cart@lbcc.edu *requests are based on provider availability*