MS. JONES: During this time of globalization as well as increasing travel prices, more and more businesses are turning to remote and online meetings, trainings and conferences to save money, stay green and streamline operations.

While video, PowerPoints and shared applications enhance the online experience, there is one key ingredient is missing: Streaming realtime transcription.

MR. SMITH: What is streaming realtime transcription?

MS. JONES: Streaming realtime transcription is the simultaneous transcription of spoken English that is broadcast or streamed live to the internet or elsewhere.

MR. SMITH: My company designs products in New York and manufactures them overseas. How would streaming realtime transcription enhance our weekly meetings?

MS. JONES: Streaming realtime displays English so that comprehension of technical information is improved, which, in turn, prevents costly misunderstandings. This can be invaluable in meetings between your US engineers and your foreign production team.
MR. SMITH: I oversee two departments in my company, and I frequently have scheduling conflicts with multiple meetings. Is there some way I can monitor two or three live meetings at once?

MS. JONES: Yes. Many managers need to multi-task today, and streaming realtime enables you to stay abreast of what's being said in simultaneous meetings. Furthermore, you can copy and paste the text into a chat or e-mail to instantly share key points during time-sensitive discussions.

MR. SMITH: If a participant joins a meeting late or is distracted, can he or she scroll back through the text and see what was missed?

MS. JONES: Absolutely. As a matter of fact, the streaming text window can be customized to be very prominent or it can be minimized or run in the background if the participant simply wants to refer to it if something is missed or misunderstood.

MR. SMITH: How accurate is streaming realtime? And how soon can I get a transcript after a meeting?

MS. JONES: Or transcriptionists are highly
skilled at providing verbatim transcripts in realtime. After all, most were trained as realtime court reporters and captioners. The live streaming may contain minor mistakes that will be corrected as soon as the meeting concludes, and the transcripts will be available immediately in a variety of formats.

Another great feature of our transcripts is a hyperlinked word index. You can click on a word and jump to each place in the transcript where the word was mentioned.

MR. SMITH: Wow! Just having the transcript immediately following the meeting would be great for our minutes secretary. And I'd love it because I wouldn't have to take notes during the meeting if I can get the transcript right after. I could give my full attention to the meeting. What other benefits might I be missing?

MS. JONES: Information sharing. Some of our clients publish transcripts of presentations or speeches. Others send the text files to employees that couldn't attend the meeting. The transcripts may be sent in their entirety, edited and/or supplemented by the company for distribution to key personnel or posted on their website. One
company sends the CEO's presentations to the Public Relations Department to develop press releases.

MR. SMITH: Besides online meetings, where else can we use streaming realtime transcription?

MS. JONES: Realtime Transcription, Inc. provides streaming transcripts during meetings and conferences, lectures, conventions conference calls, corporate trainings and seminars, panel discussions, merger and acquisition meetings, E-learning and distance seminars, webcasts and web conferences, interviews and more.

MR. SMITH: What about financial reporting? Our company has to comply with Sarbanes-Oxley now. Would realtime transcription help us there?

MS. JONES: Absolutely. We provide streaming transcription for quarterly financial earnings calls, press conferences... the possibilities are endless.

MR. SMITH: If we put on a large web conference, we usually work with the event services division of our remote meeting provider. They handle the webcast and all the details for the event. Can those events be transcribed in realtime and streamed to the internet too?
MS. JONES: Yes. That's a great use of our services. We can coordinate with your remote meeting providers, your IT department, your meeting planners. We tailor realtime transcription services to your needs.

Contact us with any questions you may have. And don't forget to check out the FAQs on our website at www.RealtimeTranscription.com.

Realtime Transcription, Inc.
Capturing Business at the Speed of Sound