

## Commercial

Conferences/Seminars/Meetings Transcripts Archiving an important conference or seminar is mandatory. An accurate transcript becomes the reference tool used again and again. Attendees want to be able to read and reference what was decided; non-attendees want to see what they missed. And they want it quickly when they return to their offices. We can solve the "crunch" you are facing!

The Bureau staff is experienced in handling multi-day conferences for trade associations and corporations in all arenas:

- Industry
- Engineering
- Medicine
- Law
- Finance
- Education

Our offerings include high quality, accurate and confidential transcripts. In addition, our sophisticated audio and video pre-processing technologies complement our staffs' capability to quickly overcome the technical challenges that cause others to stumble. Our procedures, equipment and expertise give us the ability to:

- Enhance deficient recordings
  - Recognize interview participants
  - Identify context and subject changes
  - Document overlapping speech
  - Accurately interpret specialized terminology and jargon
- Depending on your needs, we offer the following options for conference, seminar or meeting transcription processing:

- Time coding per your specifications
- Precise verbatim (including "uhms and uhs" and "stut-stuttering")
- Loose verbatim (remove "uhms and uhs" and any non-verbal utterances)
- Language translation
- Speaker and participant identification or generic Q: and A: identification
- Special formatting and templates per your specifications