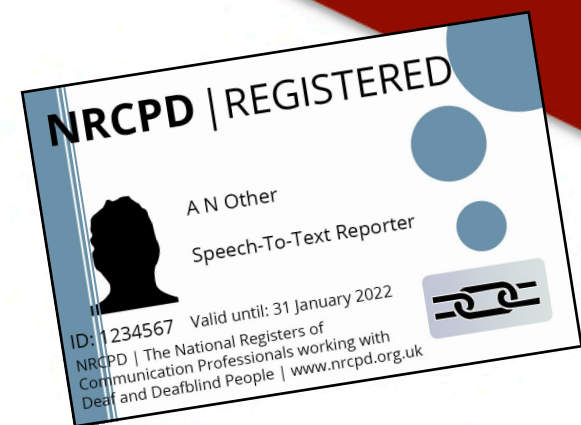




# Communication Tips

## Working with a Speech to Text Reporter (STTR)

**A reporter who types a verbatim account of what is said and the information appears on a screen real time for users to read**



### Setting

The reporter should have a stable working area, including a large table, extension lead and adjustable chair with no arm rests. This should be positioned close to electrical sockets and in a room with good internet coverage. STTR's will need access to this room at least 20 minutes before the booking starts.



### Timing

Please inform the chair, that a Speech-To-Text-Reporter will be joining the meeting. The d/Deaf person will receive the message 4 or 5 words behind the speaker therefore please allow time for the deaf person to interject/question and to check in regularly to see if anything needs to be adapted to improve communication.



### Preparation

Please provide the following at least 24 hours before the online meeting:

- Meeting notes/slides
- Agenda
- Attendees



### Breaks

Breaks must be factored in to meeting times if the meeting is likely to last for more than one hour. For meetings over two hours, or complex meetings with multiple attendees, a co-worker may be required.



### Badge

All Speech-To-Text-Reporters MUST carry their NRCPD badge at all times.

