

GENERAL INFORMATION

- **Captioning is for virtual sessions. If you are attending onsite and need CART services please email Natalie.koo@apha.org.**
- APHA will be utilizing Zoom for all virtual sessions and events and Zoom’s AI captioning is available.
- Due to the large number of scheduled events we can only provide live captioning by request.
- You must be registered for the Annual Meeting before submitting a request form.
- We will make every effort to fulfill your request for a captioner but cannot guarantee last minute requests.
- All requests are subject to approval by APHA.
- If you have any questions, please contact natalie.koo@apha.org or 202-777-2528.

STEP 1: CONTACT DETAILS

Complete the details below to request a captioner for the 2021 Annual Meeting.

Name:		Today’s Date:	
Email:		Phone:	

STEP 2: PRELIMINARY SCHEDULE (Due Sept. 3)

Outline your preliminary schedule below, indicating the days and start/end times that will require a captioner. This is used to gauge the number of interpreters we will need this year. **Email your preliminary schedule to Natalie.koo@apha.org by Sept. 3.**

Day	Date	Anticipated Start Time	Anticipated End Time	Total Hours
Sunday	10/24/21			
Monday	10/25/21			
Tuesday	10/26/21			
Wednesday	10/27/21			

STEP 3: FINAL SCHEDULE (Due Oct. 1)

Final schedules must be submitted by **October 1 or your request will be cancelled**. Use the [Virtual Meeting Platform](#) to select the sessions/events that you would like to be captioned. Complete the tables below or print your schedule from the Virtual Meeting Platform. Send session information along with this form to Natalie.koo@apha.org.

Important: Please indicate if you are **presenting** at any of the sessions. (ex: APHA Navigate and Network [presenting]). If presenting, APHA staff will reach out to request more information.

Session Details			
Day/Date:			
Start Time:		End Time:	
Title:			
Program:		Session #:	

Session Details			
Day/Date:			
Start Time:		End Time:	
Title:			
Program:		Session #:	

Session Details			
Day/Date:			
Start Time:		End Time:	
Title:			
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Start Time:		End Time:	
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