

# Add-on features

Add these features to your operator-assisted conference call for an additional fee.

- [Communication line](#)
- [Editing services](#)
- [Transcription](#)

## Communication line

Add-on. Flat fee for up to 60 minutes. Additional time billed in 30-minute increments.

A communication line is an additional, dedicated voice line between the operator and conference speakers. The communication line is used to coordinate the conference behind the scenes and is useful for coordinating meeting logistics and troubleshooting. For example, the communication line may be used to prioritize questions for question and answer sessions.

The communication line is opened during the pre-conference (15 or 30 minutes before going live) and stays open for the duration of the conference for up to 60 minutes.

# Editing services

Add-on. Requires recording. Billed in 15-minute increments.

You can purchase editing services for a conference recording. We'll edit the recording before it is finalized and made available in your selected formats (audio files or web-based recording replays).

The types of editing include:

- Standard editing - cutting out or splicing together specific sections of a recording.
- Fine editing - removing all audio stumbles and mistakes so that the content is polished.

Standard editing is normally completed in five business days. Fine editing is very time-consuming and may take up to six times the length of the recording to complete.

## **Transcription**

Add-on. Requires recording. Flat fee per conference, up to 60 minutes. Additional time billed in 30-minute increments.

After the event, you can receive a text version of the conference. Transcripts are written in English by a professional.

## **Delivery time and format**

The transcript is available within 1 business day as a Word file.