Recording and transcription other than Teams and Zoom

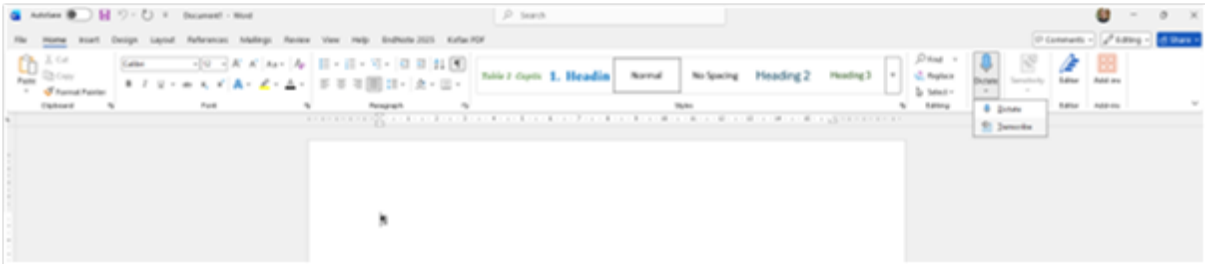
NB: ENUSRE THAT ALL PARTICPANTS IN THE RECORDING AND TRANSCRIPTS ARE CLEARLY IDENTIFIED.

Attach both, the recording and transcript in an email to Stefanie.poole@warwick.ac.uk as an email attachment.

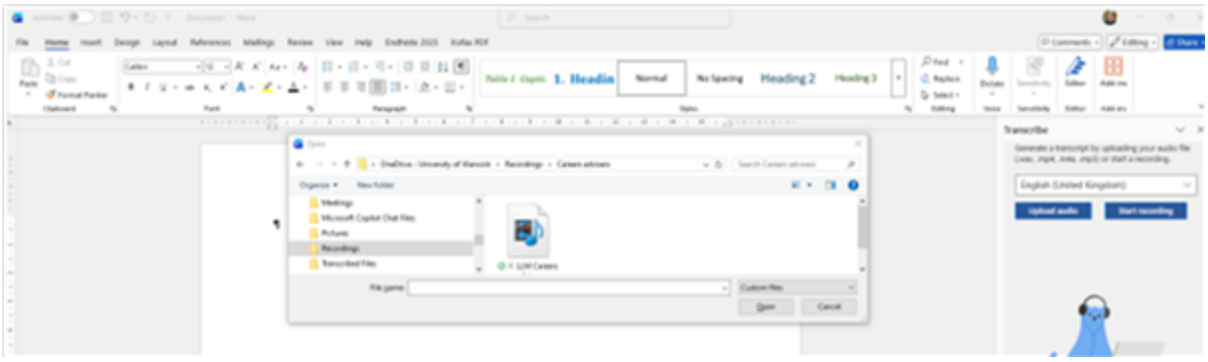
Please feel free email Stefanie.poole@warwick.ac.uk if you would like to book a test session

If you don't have access to Teams or Zoom the simplest approach is to record the discussion on your phone

- Record the audio on your phone (or any other preferred device), which would typically save in mp3 or another common format;
- Open Microsoft Word, go Home --> Dictate --> Transcribe



- then upload the file



- Please check the transcript that the speakers have been correctly differentiated.
- Save the transcript as a docx file and email it to: stefanie.poole@warwick.ac.uk
- Please keep the mp3 for until 28th February 2027 in case there is need to double check any points later on
- If you don't have access to Microsoft Word, please send the mp3 file to: stefanie.poole@warwick.ac.uk

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