**Step 1: Determine if ASL Interpreting Services and/or CART will be needed**

- If the event in question is related to a particular academic course and an accommodation is requested by a student in that course, ASL Interpreting or CART will be provided by the Office of Disability Services.
- Add the following statement to ALL event announcements: If you require accommodations, please contact (contact person) at (contact information) by (date typically 1 to 2 weeks before event).
- If the event in question is not related to a particular course and all event announcements do not include instructions for requesting accommodations, always provide ASL Interpreting and CART.
- If the event announcements include instructions for requesting accommodations and the event will be attended by less than 100 participants, provide ASL Interpreting and/or CART when requested.
- If 100 or more attendees are expected at the event provide ASL Interpreting and CART.


**Step 2: Contact your vendor**

**American Sign Language Interpreting**

There are several area service providers for American Sign Language Interpreting, including:

**Aurora of CNY**
- [www.auroraofcny.org](http://www.auroraofcny.org)
- 518 James Street, Syracuse, NY 13203
- (315) 422-7263
- auroracny@auroraofcny.org

**Empire**
- [www.empireinterpreting.com](http://www.empireinterpreting.com)
- 220 S Warren St., Suite 1001, Syracuse, NY 13202
- (315) 472-1383
- info@empireinterpreting.com

**Whole Me, Inc.**
- [wholemeinc.com](http://wholemeinc.com)
- 1015 State Fair Blvd, Syracuse, NY 13209
- (315) 468-3275
- interpreting@wholemeinc.com

**CART, or Communication Access Realtime Translation**

NOTE: All CART providers listed below work remotely so a computer connection to the CART provider as well as a microphone are needed.

**Automatic Sync Technologies/CaptionSync** (fulfilled by Alternative Communication Services)
- [Syracuse University Quick Start Guide](#)
- [Syracuse University Pricing](#)
- [How to Request Live Captioning](#)
- [How to use Blackboard Collaborate Real-time Captions (for Attendees/Participants)](#)
- General Questions: [info@automatricsync.com](mailto:info@automatricsync.com) or 877-278-7962
- Technical Support: [support@automatricsync.com](mailto:support@automatricsync.com)

**Caption Advantage, LLC**
- t (local): 315-492-0069
- t (toll-free): 877-227-2382
- f: 315-492-1426
- [CaptionAdv@aol.com](mailto:CaptionAdv@aol.com)
- [Caption Advantage Website](#)

**Professional Reporting Services**
Step 3: Location Arrangements

1. Consult the CART Equipped Spaces page to be sure your event location supports CART.
2. Notify the event space and/or Learning Environments and Media Production (LEMP) that you have booked ASL/CART services.