Attendee Instruction Guide

**Translation and Captioning
Attendee Instructions Guide**

**Tips and best practices for attendees to use
Wordly translation & captions.**

w Wordly

I) Overview

Wordly brings live translation and captions to your in-person events and virtual meetings —
making it easy and affordable to create more inclusive, accessible experiences.

Offering real-time translation not only supports your accessibility goals, but also helps you
reach a broader audience. To get the most from Wordly, it's important to let attendees know
that translation is available and how to access it.

This guide provides tips and tools you can use before and during your meetings/events to:

- Promote that your event is language-accessible
- Share clear instructions with attendees
- Encourage engagement across global audiences

II) Setting Up Attendee Access

Event organizers should generate **QR Codes and URLs** for each session in the Wordly Portal under the "Sessions" tab. These allow attendees to access Wordly directly on their own devices.

Tips for setup:

- Use the same QR Code/URL for each room to simplify communications (e.g., 5 rooms = 5 QR Codes).

- Download pre-formatted instructions for each QR Code directly from the Wordly Portal to use on slides, signs, and flyers.

- Always test QR Codes and URLs before the event to ensure you have the right information assigned for each room/session.

For more information, contact your Wordly representative or visit help.wordly.ai/

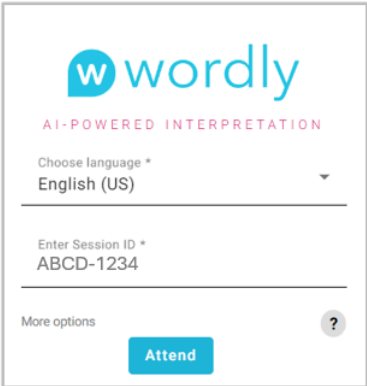**Access Live Translation and Captions**
Room Number 123

Step 1

Sample

Scan QR Code - or go to
Visit attend.wordly.ai/ABCD-1234

Step 2

wwordly
AI-POWERED INTERPRETATION

Choose language *
English (US)

Enter Session ID *
ABCD-1234

More options   ?

Attend

Choose Language
Click Attend

Step 3

Read Captions on Device
Use Headset for Audio

Sample - Instructions for Housekeeping Slide (Download from Wordly Portal)

III) Pre-Event Communication Tips

Let potential attendees know that live translation and captions will be available. This builds excitement, increases attendance, and highlights your commitment to inclusivity.

Wordly supports for both in-person and virtual meetings. Be sure to let attendees know if translation will be available for all event formats.

How to promote translation availability:

- Event website
- Registration pages
- "Know Before You Go" emails
- Social media channels
- Event apps

Sample Promo Message:

"We're making our event more inclusive by offering live translation and captions in dozens of languages — powered by Wordly. You can listen or read in your preferred language on your phone, tablet, or computer. No downloads or accounts required. Just bring your device and headphones (for audio)."

Pre-Event Promotion Examples:

1. **Promote in event emails**

Sample - Email Image

2. Promote on event websites

Sample - Website Image

3. Promote on social media channels

Sample - Social Media Image

4. **Add attendee instructions to your event website**

Sample – Website Instructions Page

IV) During the Event: Attendee Instructions

Ensure attendees know that live translation and captions are available — and how to access them.

The most important information to share are the **Wordly QR codes and URLs** which they will use to access translation and captions at each session.

How to share instructions on-site:

- Include printed flyers or cards at registration/check-in
- Place signs outside and inside each room or stage
- Show an instructional slide at the start of each session - some people won't notice the signs and will need to hear the instructions at the start of the session
- Add links or QR codes to the event app or livestream feed
- Promote translation access during session breaks or transitions

Tips on reading instructions

Read the instructions for accessing Wordly when you provide other attendee logistical instructions at the start of each session. Here is a sample script:

- We are providing live AI translation and captions for this session powered by Wordly.
- To access Wordly with your phone, scan the QR code on the slide with your camera.
- To access Wordly with your computer, visit the URL with your computer browser.
- Select a translation language from the drop-down list, enter your name, click Attend.
- You will be able to read captions - or listen to audio when you plug in your headphones and unmute Wordly, and your device. Make sure your device is NOT in silent mode.
- You can change the translation language at any time.

Sample instructions from actual events are shared below:
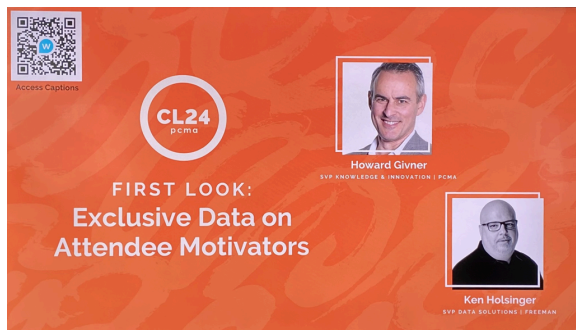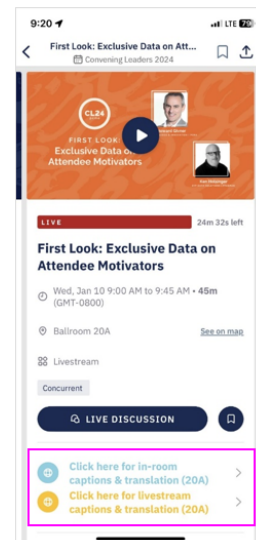
Printer Flyer

Room Sign

On Stage Display

Presentation Slide

Digital Display

Event App

Quick Checklist for Organizers

- ☐ Generate and test session QR codes/URLs
- ☐ Add Wordly information to registration emails and event website
- ☐ Print or display instructional signs and slides
- ☐ Brief moderators on what to say at the start of each session
- ☐ Add Wordly links to event apps and livestreams
- ☐ Use provided Wordly templates and visuals

V) About Wordly

Wordly provides real-time translation and captions into dozens of languages for attendees at in-person, virtual, and hybrid meetings, events, and on-demand videos. Output options include audio, subtitles, and transcripts. Each attendee can select their own language and join using their mobile phone or computer.

Powered by AI, Wordly does not require human interpreters or special equipment - making it faster, easier, and more affordable to use. Wordly enables organizations to unlock the potential of their multilingual teams and global markets by removing language barriers - increasing inclusivity, engagement, productivity, and attendance.

Wordly is used by thousands of organizations and millions of users for a wide range of use cases, including industry conferences, customer webinars, sales kickoff meetings, partner training, employee onboarding, and much more. Customers include small and large businesses, universities, nonprofit organizations, industry associations, religious organizations, and local governments.

Contact

For more information about Wordly, visit www.wordly.ai. For assistance setting up and using Wordly, visit https://help.wordly.ai. Send questions and feedback to contact@wordly.ai.