

Project Proposal: Transcription Services for Meetings and Conferences

1. Introduction

This proposal outlines a professional transcription service designed to support meetings, conferences, seminars, and other events by providing accurate and timely documentation. Our service enhances communication, improves record-keeping, and increases accessibility for stakeholders.

2. Objectives

- To provide high-quality, accurate transcription of audio/video recordings.
- To ensure quick turnaround times and confidentiality.
- To support organizations in maintaining clear records of discussions and decisions.

3. Scope of Services

Our transcription services will include:

a. Pre-Event Coordination

- Consultation to understand the event type, length, and number of speakers.
- Guidance on audio recording best practices for transcription accuracy.

b. Audio/Video Capture (optional)

- Assistance with on-site or remote recording setup.
- Recommendations for optimal recording quality.

c. Transcription Process

- Verbatim or intelligent verbatim transcription.

- Speaker identification and timestamps (on request).
- Editing and proofreading for grammar, clarity, and formatting.

d. Post-Transcription Services

- Formatting for readability (e.g., meeting minutes, reports).
- Delivery in multiple formats (DOCX, PDF, TXT).
- Optional language translation and summarization.

4. Benefits

- Accurate documentation of meetings and conferences.
- Increased accessibility and inclusivity.
- Improved internal communication and decision tracking.
- Reliable records for compliance and archival purposes.

5. Tools & Technology

- AI-powered transcription platforms (e.g., Otter.ai, Descript).
- Professional human transcriptionists for accuracy.
- Secure cloud storage for data protection and delivery.

6. Timeline

- Standard delivery: 24-72 hours post-event.
- Expedited service available on request.

7. Pricing Structure

Pricing is based on audio/video length, transcription type, and turnaround time.

Service Type | Rate (USD/min) | Features

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AI + Human Edited | \$1.00 - \$2.00 | Fast, accurate, cost-effective

Human-Only Transcription | \$2.50 - \$5.00 | Highest accuracy, for complex/multi-speaker

Optional Add-ons | Varies | Translation, summary, formatting, captions

Bulk discounts available for large or recurring projects.

8. Confidentiality and Data Security

We prioritize client confidentiality and use encrypted file transfer systems. All transcriptionists sign non-disclosure agreements, and data is stored securely.

9. Conclusion

Our transcription services are designed to provide precise, accessible, and professionally formatted records of your meetings and conferences. We are committed to delivering value with speed, accuracy, and integrity.