



## Information for Invited Speakers and Presenters

We want to share the following information to help you prepare for the upcoming Extension event. Extension staff has coordinated the use of language access accommodations to support your upcoming event. Accommodations for participants during this event may include support from professional language interpreters and/or documents that are available in a multilingual format.

### *Why does Extension use interpreters?*

Extension uses professional interpreters to provide language-based accommodations for persons who may be limited in their ability to comprehend, speak, read, or understand the English language. In addition to compliance with federal law, Extension incorporates language access accommodations to create program events where all individuals have the opportunity to communicate and receive information in the language of their preference.

### *With interpreters present, what does this mean for invited presenter/speaker?*

Interpreters aid the flow of information shared during the event. Interpreter(s) will be providing **simultaneous interpretation** during the event, which means that they will position themselves within the room and interpret all content in “real time.” This process often involves the use of one-way transmitters and receivers to avoid any “break” or interruption to delivery of communication. Please refer to the image on the following page to see an example of how interpreter services are used during Extension programming.

### *To prepare for your presentation during the event, we ask that you:*

1. Provide your Extension point person with all presentation materials and/or handouts as soon as possible.
  - a. We ask for presenter materials no later than one week prior to the event.
  - b. Your information will be forwarded to the interpreters contracted for the event.
  - c. Providing your materials helps interpreters prepare for your particular topic and deliver quality services
2. Touch base with Extension staff and the interpreter(s) before the start of the event starts to address any last-minute, logistical issues

### *As a guest speaker, we remind you to please:*

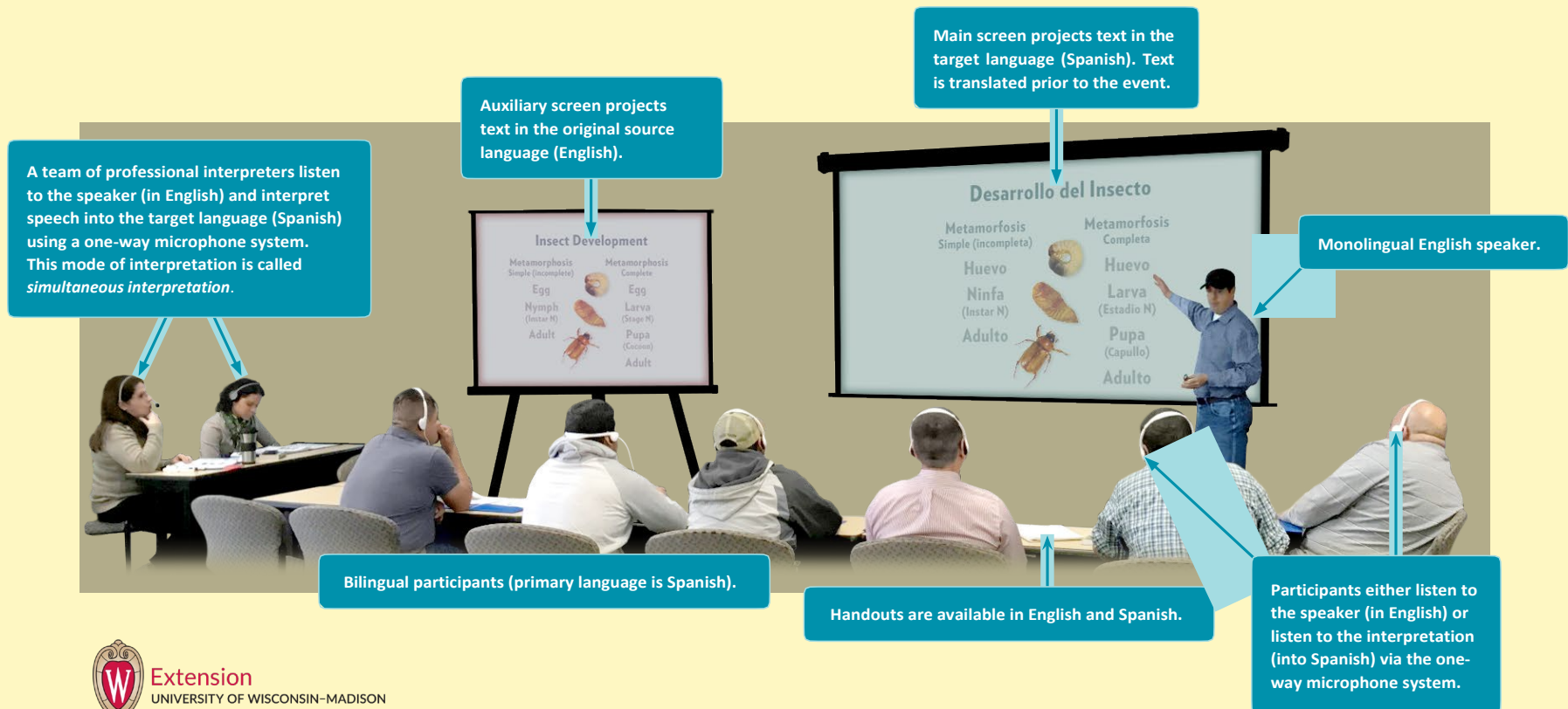
1. Project your voice and use the microphone (if one is available)
2. Be mindful of your presentation’s pace, tone, and volume
3. Repeat individual questions for the entire group
4. Manage communication to one speaker at a time, helping us avoiding cross-talk between participants
5. Avoid colloquialisms, humor, or straying from your topic
6. Focus on the participants during your presentation, rather than the presence of interpreters
7. Ask us if you have any questions about the use of interpretation services during this event
8. Keep an eye on cues from the interpreters to speak up, slow down, or repeat questions

# Creating linguistically inclusive learning spaces

A linguistically inclusive learning environment like the training below is designed to allow all participants and collaborators to communicate and receive information in the language of their preference.



Language Access



**Extension**  
UNIVERSITY OF WISCONSIN-MADISON

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Photo credit: Dominic J. Ledesma.