

INTERPRETATION PROJECT MANAGEMENT

OVERVIEW

Interpretation is a type of language accommodation that helps mitigate communication barriers caused by language differences spoken between one or more parties. Interpretation services are used to facilitate communication during Extension programs, services, trainings, and other organizational activities. Our help in providing interpretation services may include: ascertaining language needs per the target audience, sourcing appropriate professional interpreter service vendors, obtaining cost quotes based on market rates, and assuring that services are carried out in a professional and ethical manner. We also support with the coordination of interpreter services helps provide equitable, meaningful access for LEP persons participating in our programs, activities, and services.

INTERPRETATION ASSIGNMENTS

In most cases, language access contracts with independent service providers for interpretation needs during events. Depending on the language pair, location, and other logistical considerations involved with providing interpreters during in-person events, a minimum of three weeks is a standard amount of time needed to coordinate services. Requesting estimates from service vendors, scheduling the interpreter(s), relaying event details and other information related to the event are some of the factors that require time.

INTERPRETATION SERVICES

Prior to requesting support with interpretation services for educational programming, please have the following information to the extent that it is available:

- Date(s), times, location(s) of the event
- Official event name and brief description of the setting where it will take place
- Language pairs needed (English to Spanish? English to Hmong? etc.)
- Designated contact person for the event (in most cases the requester serves as the point person for coordinating the services providing during the event)
- Estimated size of the audience
- Any additional information related to the target audience (e.g. parents of middle school children, area farm operators, etc.)
- Additional persons or organizations collaborating on the project/event

CONTACT US:

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Submit an OAIC Support Request Form at:

<http://blogs.extension.wisc.edu/oaic>