



## Hosting programs with interpreter services

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.

### How should I prepare the interpreter(s) for the space?

1. Show interpreters to their table
2. Help connect participants with interpretation services
3. Provide event information
  - Program agenda & flow
  - Scheduled start time and breaks
  - Bathroom, refreshments, etc.
4. Share any relevant information about the LEP participants with the interpreters
  - Number
  - Is their participation confirmed?
5. Prepare time before and after the program to distribute and collect simultaneous interpretation equipment
6. For programs with more than two target languages, set the transmitters and receivers to different channels corresponding to each language.
7. What if the participant does not show up by the start of the event?
  - Ask interpreters to stay through the first 40 minutes of the event
  - Excuse the interpreters after 40 minutes

### What is the “huddle” and how should I incorporate it into my program?

1. The huddle helps set the tone for the event
2. Gather your presenter(s) and interpreter(s)
3. Ask presenters if they have ever communicated through an interpreter
4. Describe the process of simultaneous interpretation
5. Ask interpreters if they have anything to add or have questions

### Delivery of the program

Remind presenters to...

- Please speak clearly and use the microphone (if available)
- Be mindful of their volume and tone
- Repeat participant questions for the entire group
- Help manage communication to one speaker at a time
- Avoid colloquialisms, humor, or straying from topic
- Keep an eye on cues from the interpreters (Speak up, slow down, repeat question)