

Working with interpreters for your program event

1. Pre-planning checklist

- ◇ Check-in table
- ◇ Signage
- ◇ Program materials (agenda, PowerPoint slides, handouts, etc.)
- ◇ Logistical details
 - ◇ Event location, data, time, parking
- ◇ Information for guest speakers
- ◇ Standard text on fliers

2. Before the event checklist

- ◇ Table for interpreters
- ◇ Touching base with the interpreter(s)
- ◇ Huddle with speakers & interpreters
- ◇ Distribute headsets

3. At the beginning of your event

Educators should make this announcement during their opening remarks:

“You might have noticed that some participants are wearing headphones. It is because today’s event is being interpreted. Our interpreters, who are located here [point to the interpreters], will be simultaneously interpreting today’s program from English into [name additional language(s)]. If you have a question during today’s presentations, we ask that you speak loudly [or use the microphone] so our interpreters can hear you. Thank you.”

4. During the event checklist

- ◇ Ensure that participants can hear questions
- ◇ Interpret the questions and answers by other participants

5. At the end of your event checklist

- ◇ Collect headsets and equipment