Working with interpreters: a guide for guest presenters

This document answers frequently asked questions that may help you as a guest presenter work with interpreters.

Why does Extension use interpreters?
- To provide language-based accommodations for persons who may be limited in their ability to speak, read, or understand the English language.
- Language access accommodations are required by law and provide individuals the opportunity to communicate and receive information in the language of their preference.

What happens during a session with an interpreter?
Interpreters aid the flow of information. They provide the audience with simultaneous interpretation, which means that they will interpret all your content in "real time."
- Please refer to the image on the following page to see an example of how in-person interpreter services are used during Extension programming.
- For in-person programming: this process often involves the use of one-way transmitters and receivers to make communication as seamless as possible
- For online programming: this process involves the use of separate Zoom language channels to make communication as seamless as possible.

How do you prepare for working with an interpreter?
- Provide your presentation materials and/or handouts to your Extension point person as soon as possible.
  - They will be forwarded to the interpreters contracted for the event.
  - Interpreters need a minimum 15-day lead time to familiarize themselves with the topic and any technical language to ensure quality service.
- Touch base with Extension staff and the interpreter(s) before the start of the event starts to address any last-minute, logistical issues
- If you have not worked with online interpretation before, please reach out to your Extension point person for instructions on how to prepare for an online presentation with an interpreter.
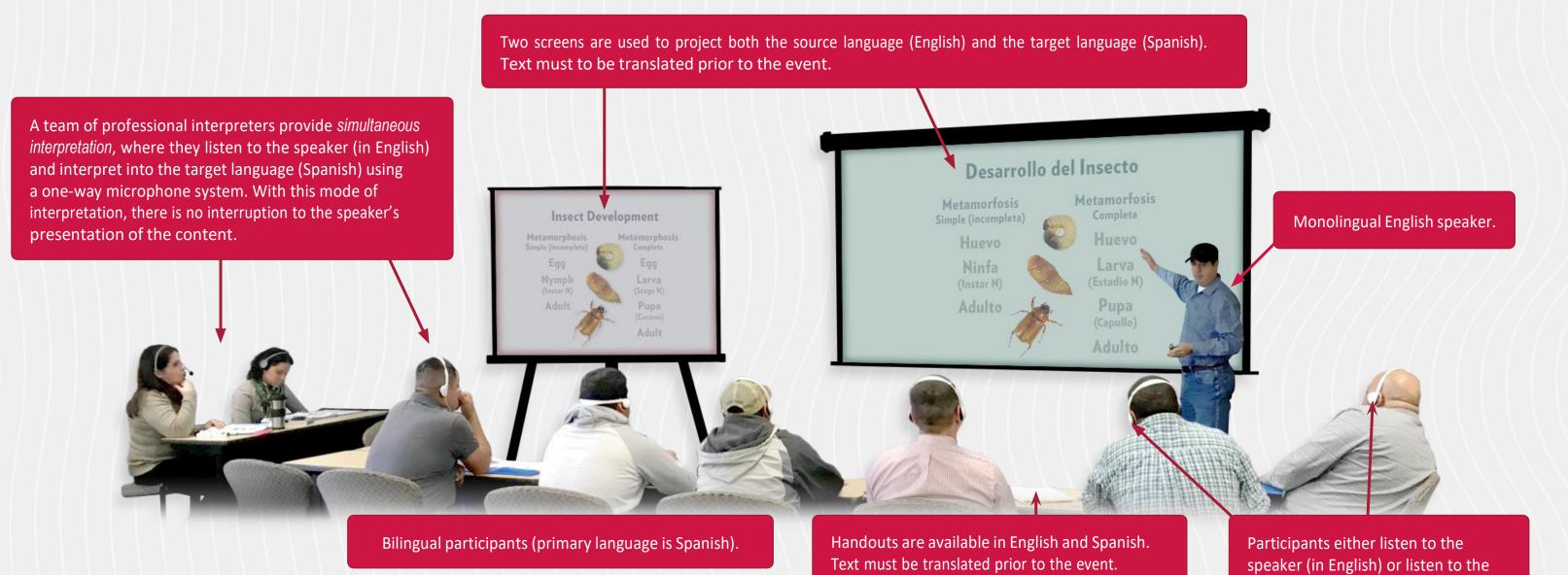
As a guest speaker, we remind you to please:
- Speak clearly and use the microphone (if one is available)/use a headset
- Be mindful of your presentation's pace and volume.
- Be aware of your tone. Tone may communicate unintended emotion and may be interpreted differently across cultures.
- Repeat individual questions for the entire group
- Avoid cross-talk between participants. Interpretation requires one speaker at a time for the best experience.
- Unless included in scripted notes provided to the interpreters, avoid colloquialisms, humor, or straying from your topic
- Focus on the participants during your presentation, rather than the presence of interpreters
- Avoid engaging with the interpreters directly
- Be aware of cues from the interpreters to speak up, slow down, or repeat questions

Elements of a linguistically inclusive learning space

Below is an example of a linguistically inclusive learning environment. The following training incorporates translation and interpretation into its design.

The purpose is to allow all participants and collaborators to communicate and receive information in the language of their preference.

Two screens are used to project both the source language (English) and the target language (Spanish). Text must to be translated prior to the event.

A team of professional interpreters provide *simultaneous interpretation*, where they listen to the speaker (in English) and interpret into the target language (Spanish) using a one-way microphone system. With this mode of interpretation, there is no interruption to the speaker's presentation of the content.

Monolingual English speaker.

Bilingual participants (primary language is Spanish).

Handouts are available in English and Spanish. Text must be translated prior to the event.

Participants either listen to the speaker (in English) or listen to the interpretation (into Spanish) via the one-way microphone system.

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