

WORKING WITH INTERPRETERS TIP SHEET

FOR EVENT ORGANIZERS

Are you hosting an event? Will ASL-English interpreters be present? Then this tip sheet is for you, as you will work closely with the interpreting team.

TOP TIPS

1. The logistical arrangement of the interpreting team is paramount to ensure an event is accessible and inclusive for everyone. Be prepared to work with the interpreting team on these key details:
 - a. Do not dim lights or turn off lights during any portion of the event. Lighting is necessary for a visual language. Be sure to check lighting of where the on stage interpreter will work so there are no shadows.
 - b. Ensure there is room by the podium / speakers for an interpreter to stand. Interpreters will work in close proximity to whomever is speaking.
 - c. Have a chair or area reserved in the audience for one interpreter. This space needs to be in the front row with direct visual line to the on-stage interpreter.
 - d. Ensure there is a space reserved in the first couple of rows near or at the aisle for accessible seating as a direct sight line to the on stage interpreter is necessary.
 - e. Inform stage guests and presenters ahead of time that interpreting services will be present during the event.
2. Be prepared to provide event documentation and / or contact information to the interpreting team so they can adequately prepare. Materials such as:
 - a. Purpose of the event including announcement details, and emcee & stage guest names. If some or all of the information is confidential the interpreting team will still need to review it to adequately prepare for specific content. Please consult with the lead interpreter for best practices of sharing confidential information.
 - b. Any videos or music being played. Please check to see if captions are available for videos.
3. Costs associated with professional fees of interpreting services will be negotiated by the SMU Faculty of Science staff interpreter at the time of booking.
4. Have an onsite contact person during the event available to the lead interpreter in case of any last minute technical or logistical problems.
5. Advise the interpreting team if the event will be live streamed or have media present. If so, specific logistical and technical considerations will need to be arranged in advance.

For more detailed information, please check out the SMU [Deaf Academics & Interpreters](#) webpages, specifically the [Work with an Interpreter](#) section.

If you have any questions or concerns, please do not hesitate to contact the SMU Faculty of Science staff interpreter, Ashley Campbell at:

ashley.n.campbell@smu.ca or 902-496-8761