



On-Site Interpreting for Events

Ensuring full and complete communication access for Deaf and hard of hearing participants, presenters, or staff at a conference is often more complex than providing accommodations for a single meeting or event and requires advanced planning. Here are some tips and questions to consider when using on-site interpreting for your event:

Tips:

- Ensure your Deaf and hard-of-hearing attendees have an unobstructed view of the interpreter. Any movement, obstacles, or traffic in this line of site will lead to missed information.
- Note that interpreters must be reserved and paid for during the entire duration of the conference, including breaks. This is because they are dedicated to your event for the full block of time and are unable to take on other assignments during those breaks.
- Consider entrance/allowance requirements in advance to ensure interpreters have relevant access day of.
- If breakout events or sessions are allowed, remember each Deaf and hard-of-hearing will need interpretation if they are separated in these sessions. Consider group scheduling or requesting extra interpreting if this is the case.

Questions to Consider:

- Is the lighting suitable for the Deaf Individual to see the interpreter?
- If there are Q+A portions, is the interpreter equipped with a microphone to voice questions for Deaf/hard-of-hearing attendees?
- Is the interpreter positioned near a clear audio source for optimal translation?

Access Planning Timeline

2 months in advance
Provide DSU with a full list of presenters and their contact information.

2-4 weeks in advance
Request all remaining services needed for event attendees.

3 months in advance
Make a schedule of events during the event including a breakdown of times

1 month in advance
Provide DSU with the contact information for Deaf and hard of hearing event attendees, for schedules and communication modality preferences.

1-2 weeks in advance
Submit any final presentation materials and day-of contact information.