Best Practices for Using Interpretation Services
Tip Sheet

Understand the needs of your event

☐ Identify the target audience and its primary languages needs.

☐ Assess the technical requirements and limitations of the event format.

☐ Determine the scale of event; the event length impacts the number of required interpreters.

☐ Establish a service agreement that is clear on roles and responsibilities, cancellation policies, contingency plans, and confidentiality agreements.

in-person Interpretation Services

☐ Determine what interpreter qualifications and certifications are needed based on event content.

☐ Consider the interpreter's level of experience in community outreach and training settings.

☐ Consider interpreter accommodations at the venue, including booths, soundproofing, and seating arrangements.

☐ Ensure appropriate audio equipment is available, including microphones, headsets, and sound systems.

☐ Establish a communication protocol between interpreters and speakers.

virtual AND REMOTE interpretation services

☐ Choose a meeting platform with robust interpretation features and minimal limitations.

☐ Ensure all participants have access to the technology required to fully engage in the event.

☐ Have a backup plan for technical failures.

☐ Maintain interpreter visibility and presence throughout the event.

☐ Have a plan for facilitating language-specific breakout rooms and handling audience questions in multiple languages.

Best Practices for all Settings

☐ Establish clear communication and hold post-event briefings with interpreters.

☐ Conduct rehearsals to ensure technical and logistical smoothness.

☐ Provide interpreters with necessary materials in advance (such as slides, glossaries, and scripts).

☐ Continuously monitor and support interpreters throughout the event.