Draft of On-Site Interpreter Use Advisory Guide

- Ensure accurate interpretations by preparing the interpreter with as much information as possible beforehand that will relate to the interpreted event. This may include but is not limited to…
    - Agendas, outlines, graphs, notes
    - Power Point presentations
    - Handouts, documents, scripts,
    - Any visual aids
    - Videos or movies
    - Non-captioned videos or movies
    - maps, directions, parking & entrance information
    - Names and acronyms
    - Specialized or technical terminology
    - Dress code requirements
- To avoid confusion, determine an on-site POC and provide their contact information in advance.
- Inform the interpreter if there is a badging requirement or process necessary.
- Inform the interpreter of any check-in requirements upon arrival.
- Consider the interpreter's positioning in the environment. It is important to note whether or not placement will include a stage, a platform, video recording, live-streaming, a conference room, etc.
- Provide seating for the interpreter(s).
- Consider proper visibility of the interpreter by positioning them according to the Deaf/Hard of Hearing individual's line of sight towards the speaker(s).

- Ensure visibility of the interpreter by maintaining proper lighting and avoiding any visual obstructions.
- Speak in normal tones at a normal pace, maintain eye contact and address the Deaf or Hard of Hearing individual directly.
- Keep in mind that it is difficult for interpreters to interpret when multiple people are speaking simultaneously and thus can hinder their ability to convey information accurately to maintain accessibility. It is better for each individual to talk one at a time. Consider establishing a turn-taking protocol in group environments.
- Consider that interpreters often come in teams of two or potentially more. This may affect positioning and seating.
- Ensure full accessibility of all content by turning on the closed captions for any video content being shown.
- Consider the need for lag time or a slight delay during the interpreting process.
- Try to save non-urgent commentary, questions, or feedback for the interpreter for a later time to avoid interrupting the interpretation process.
- Keep in mind that interpreters are professionals meant solely to facilitate communication. While other professionals such as note-takers or aids may also be necessary and present, interpreters cannot fulfill those roles.
- Please consider that an interpreter is a communication accommodation and is not meant to function as a personal assistant.
- It may be helpful to have an awareness of the professional and ethical guidelines interpreters are required to adhere to while working. This includes the Registry of Interpreters for the

Deaf (RID) Code of Professional Conduct and the Educational Interpreter Performance Assessment (EIPA) Guidelines.
- Breathe and relax. If you are unsure of the appropriate way to proceed in a particular situation, just ask!

Educational Environments: Considerations?
Deaf Interpreters