

## **“Top 10” Best Practices for Inclusive Multilingual Events**

**GOAL:** *To make everyone at the event as equal as possible on a linguistic plane.*

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| <b>1. Provide Interpreter Training:</b>                  | <input type="checkbox"/> Ensure that staff members, consultants, or volunteers who provide interpretation services have specific training in interpretation skills, including training about ethics, standard techniques, and specialized vocabulary.   |
| <b>2. Conduct Outreach:</b>                              | <input type="checkbox"/> Use outreach materials in primary languages of target audience<br><input type="checkbox"/> Make phone calls in appropriate languages<br><input type="checkbox"/> Materials should state that interpretation will be provided   |
| <b>3. Ensure Comprehensive Translation:</b>              | <input type="checkbox"/> All written materials should be translated and proofread, i.e. registration forms, handouts, directional signs, Power Point slides, and other visual aids  |
| <b>4. Choose Type of Interpretation:</b>                 | <input type="checkbox"/> Consider languages that will be used by speakers & attendees<br><input type="checkbox"/> Consider if there be audience interaction or dialogue<br><input type="checkbox"/> Decide what kind of interpretation you will use: <ul style="list-style-type: none"> <li>○ <u>Consecutive</u> or <u>simultaneous</u>?</li> <li>○ If simultaneous, <u>one-way</u> or <u>bidirectional</u>?</li> </ul> |
| <b>5. Schedule Interpreters:</b>                         | <input type="checkbox"/> Schedule interpreters as far in advance as possible<br><input type="checkbox"/> Schedule 2 interpreters for events more than 1 hour in length<br><input type="checkbox"/> Consider level of skill required & confidentiality concerns when selecting interpreters<br><input type="checkbox"/> Avoid dual roles and conflicts of interest in interpreter role                                   |
| <b>6. Provide Materials for Interpreters:</b>            | <input type="checkbox"/> Provide materials in advance for interpreters so they can prepare for the assignment (i.e. PowerPoint slides, agendas, handouts, copies of written remarks, lists of terms, etc.)  |
| <b>7. Prepare Equipment:</b>                             | <input type="checkbox"/> Ensure adequate interpretation headsets are available<br><input type="checkbox"/> Test equipment in advance and have back-up batteries<br><input type="checkbox"/> Create sensitive distribution plan for equipment (i.e. offer headsets to <i>all</i> attendees at the registration table )   |
| <b>8. Establish Ground Rules for Multilingual Space:</b> | <input type="checkbox"/> Presenters and participants speak directly to each other<br><input type="checkbox"/> Only one person speaks at a time<br><input type="checkbox"/> Speak loudly and clearly at a moderate pace<br><input type="checkbox"/> Observe interpreter hand signals   |
| <b>9. Set-up Space Inclusively:</b>                      | <input type="checkbox"/> Ensure that multilingual staff members are available as participants arrive for registration, questions, directions, etc.<br><input type="checkbox"/> Set-up the space to integrate groups who use different languages   |
| <b>10. Begin Event with Interpreter Introduction:</b>    | <input type="checkbox"/> Allot 5 minutes prior to the beginning of the event for the interpreters to introduce themselves, explain the interpretation process to attendees, and test equipment to ensure everyone who needs one has a working headset   |