



Best Practices When Working With An Interpreter

These are best practices that should be followed by speakers, hosts, and panelists to ensure an accurate and high-quality interpretation is provided to constituents.

- Speak clearly and at an appropriate pace
 - This does not mean speak slowly but, rather speak at a pace that is clear while providing pauses.
- If you're asking questions to your audiences and are expecting replies (either via chat option on platform or verbal) make sure to ask only one question at a time.
- Allow for language interpreters to introduce themselves and clarify the language channels they are assigned to, in language.
 - Some platforms may not have the capacity for all languages to have their own channel, therefore you may find yourself needing to assign a Somali Interpreter to the Haitian Creole channel because of the platform's limitations. It is important that this is clarified to constituents at the beginning of the meeting.
- Before ending the virtual meeting ensure that all interpreters have finished interpreting.
- If you are planning to have simultaneous interpretation ensure that after 30 min. of interpretation, you switch interpreters.
 - It is highly recommended to hire 2 interpreters for a meeting longer than 30 minutes to ensure high quality and accurate interpretation.
 - Make sure you pause your meeting and allow for interpreters to switch before resuming.
- After beginning, a speaker should take a minute to ask if they're speaking loud enough or too fast? This will allow for feedback from interpreters and constituents who may be hard of hearing and provide a base standard for speakers.

