



MAX PLANCK INSTITUTE
FOR PSYCHOLINGUISTICS

Guidelines for working with interpreters – tips for organizers

Your presentation, meeting, or event is important and as interpreters, we are doing our best to ensure accurate interpretation. You can help by considering the tips below. When interpreters are well prepared and all (technical) circumstances are optimized, there will be less interruptions, all content will be accessible for all participants, and interaction will be smooth. If you have any questions about this, feel free to contact us at tessa.heldens@mpi.nl or jetske.tinnevelt@mpi.nl

On site interpreting

Sound: The interpreters need to be able to clearly hear the spoken content. If microphones and loudspeakers are used, make sure they are positioned in a way the interpreters can properly hear the sound. Another option is to provide a separate audio feed to the interpreters.

Visibility: The interpreter needs to be visible to the audience, make sure there is lighting from the front / no shadows on the interpreter's face, and that there are seats available with a good view on the interpreter.

Microphone: If microphones are used and a signing presenter / participant will be interpreted into spoken language, the interpreters need a handheld microphone (one if there's only one signing presenter, two if there is more than one signing presenter).

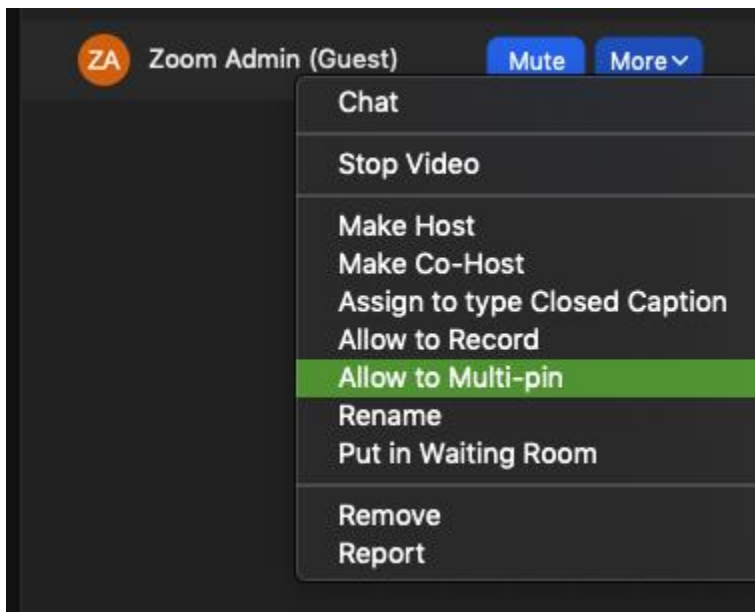
Seating for interpreters: Due to the intense nature of the job, there will be two interpreters working together. When interpreting from spoken to signed language, one seat is needed in the first row opposite the interpreter on stage / in the front of the room for the second interpreter. When interpreting from signed to spoken language, both interpreters will need to be seated next to each other in the first row opposite the signer on stage / in the front of the room.

Manage interaction: please avoid more than one person talking at the same time.

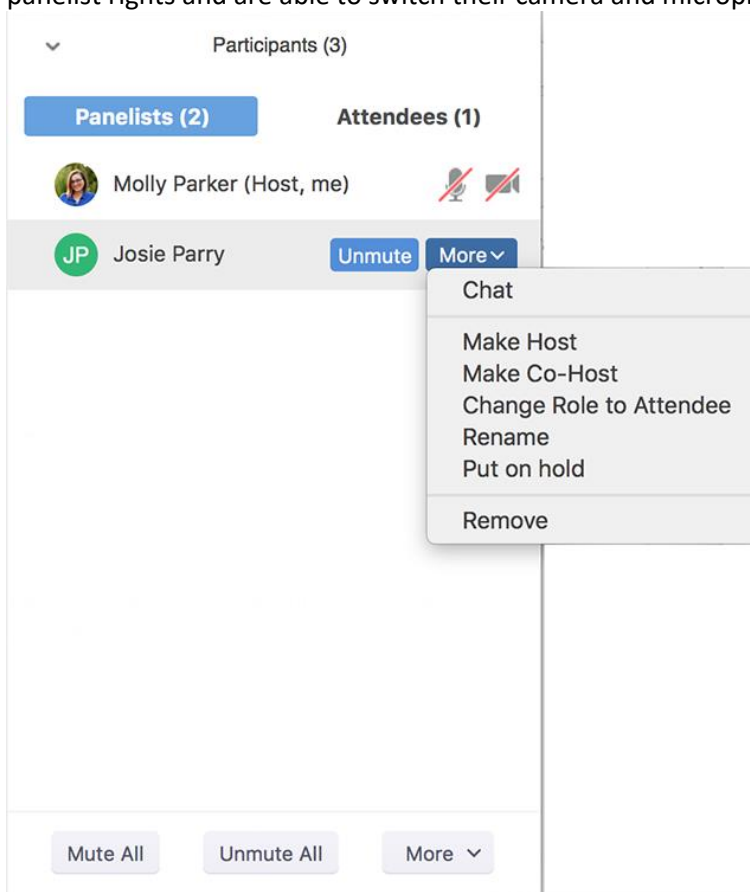
Online interpreting

Zoom: If the meeting will be recorded, please let the interpreters know beforehand (including the purpose of the recording: is it only used for note taking, will it be publicly shared online, is it for internal use only?).

If there is interpretation in a regular Zoom meeting, please make sure the host enables the *multipin* option for those using the interpretation, as well as for the interpreters. This allows them to see the presenter, the shared screen and the interpreter(s).



If the meeting/presentation is in de Webinar-mode, make sure the interpreters have either cohost or panelist rights and are able to switch their camera and microphone on.



At the beginning of the meeting, and at the start and end of screen sharing, allow for some time for everyone to adjust their settings as needed.

Microsoft Teams: If the meeting will be recorded, please let the interpreters know beforehand (including the purpose of the recording: is it only used for note taking, will it be publicly shared online, is it for internal use only?).

Make sure a recent version of Teams is used, so participants can use the Sign Language View (go to settings --> accessibility --> sign language, you can now assign people the role of sign language interpreter). For an overview of options, [click here](#).

At the beginning of the meeting, and at the start and end of screen sharing, allow for some time for everyone to adjust their settings as needed.

Other online platforms: If you are unsure how to work with sign language interpreters on your platform, check with the interpreters and / or signing participants. They might already have experience with this platform and might be able to assist you.

Other

Code of conduct: Interpreters are bound to an ethical code, regarding confidentiality, professional conduct etc. The code of conduct for Dutch sign language interpreters can be found here: https://www.nbtg.nl/files/ugd/00a2f0_20a636ea3e83424cbb52f817b5db385b.pdf (in Dutch; unfortunately, the English version on this website is outdated).

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