



MAX PLANCK INSTITUTE
FOR **PSYCHOLINGUISTICS**

Guidelines for working with interpreters – tips for speakers

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

Before

Preparation for the interpreters: Please send any material you or any other speaker will be using during your presentation, meeting or event (slides, speaker's notes, video, audio) to the interpreters ahead of time. The earlier the better, but no later than two working days before the actual event. This does not need to be a final version, it is no problem if you make minor adjustments later. The important thing is that the interpreters have sufficient time to familiarize themselves with the topic and terminology and can contact you with questions if needed. Interpreters will not use these materials for anything other than preparation for interpreting. If you are concerned about sharing potentially confidential information, please read the Code of Conduct (see below) or contact the interpreters directly to discuss how they will handle the materials.

Video material: Are you using videos with sound? Please make sure they are subtitled (automatic captions, for example the way YouTube provides, are not sufficient!).

Working with interpreters you have not met before: Is this your first time working with a particular interpreter? Then it would be very helpful for them to see a short video of you presenting. It does not have to be this exact presentation; the goal is to familiarize themselves with your speaking style. In addition, it would be great if you could briefly meet up with the interpreters beforehand, in order to clarify any remaining questions.

During

Tempo: Please speak at a normal pace. You do not have to speak extra slowly, but be careful not to speak too fast. The interpreter might interrupt you and ask you to slow down or repeat yourself.

Speak naturally: If at all possible, please do not read out a written text. People reading a written text tend to use longer, more complicated sentences and speak faster than those speaking naturally, which makes interpreting a nearly impossible task. If you really do not feel comfortable speaking without the full text, please make sure you have sent that text to the interpreters in advance.

Slides: A person watching the interpreter cannot watch the screen at the same time. Give people some time to read your slide before you start talking.

Videos: A person watching the interpreter cannot watch the screen at the same time. Continue speaking only after the video or animation has ended.

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

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

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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