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BEST PRACTICES **FOR LARGE MEETINGS**

INTERPRETERS

PLAN & PREPARE

- Ask for materials beforehand, such as meeting agenda, speech notes, presentation slides, reports and acronyms.
- Know your audience and topic.
- Arrive 10-15 minutes before the meeting
- Test the technology you'll be using (virtually or in-person.



TECH TIPS



system works properly and have spare **batteries** just



Have a troubleshooting plan and **backup** technology in case your virtual platform





is not working.





Meet with staff ahead of the meeting to go over meeting procedures.



If interpreting in person, request a trained member to help others with the talk system.



If interpreting virtually, assign a co-host so you can remain focused on the interpretation.



Ask the school to create instructions or slides explaining the process in the families' language.

EXPLAIN

- Ask meeting organizers for 5 minutes to explain the process before starting.
- Meet with **the speaker** and ask them to speak at a moderate
- Remind speaker to look out for a commonly agreed **signal** (e.g. raised hand) to indicate they need to slow down.
- Remind speakers to avoid **jargon**, **idioms**, and **humor** as they are difficult to interpret.
- Determine in advance the best way to incorporate you as the interpreter during a **Q&A** in virtual or in-person settings.
- Greet families in the language you are interpreting and remind them that you will interpret everything you will hear.
- Ask families to find you after the meeting if further clarification is needed.

INTERPRET

- Speak loud and clear & pace yourself.
- Remain **professional** and take quick **notes** of information you may have missed.
- Work with a **buddy** and switch every 30 minutes. Interpreting simultaneously is mentally exhausting!
- Be prepared to switch from simultaneous to consecutive interpretation or sight translation during the session.





Communicate if volume needs to be adjusted or the speaker is going too fast.



STAY CALM

- Breathe and remain focused.
- If you **miss** something, **write** a quick note and follow up as needed.
- Remain in the moment.
- Trust your skills.



Make sure everyone is on the correct channel if using the talk system.

DEBRIEF

- Provide **feedback** to school staff to improve future meetings.
- Follow up on information that was not clear to prepare for future meetings.
- Offer suggestions about the **equipment** used including the virtual platform, talk system, or microphone.





Explain the simultaneous feature if using a virtual platform.

Brought to you by the National Association of Educational Translators and Interpreters of Spoken Languages (NAETISL.org), a 501(c)(3) nonprofit organization. We are dedicated to strengthening family engagement by connecting emergent bilingual families, school administrators, teachers, and educational translators and interpreters of spoken languages with information about language access and language justice in early childhood and K-12 settings. Thank you to the NAETISL Members who contributed to the creation of this Best Practices Series.



BEST PRACTICES FOR LARGE MEETINGS

SCHOOL LEADERS AND EDUCATORS

PLAN & PREPARE

- Identify interpreters versed in education terminology.
- Select interpreters with experience interpreting simultaneously.
- Share materials such as meeting agenda, speech notes, presentation slides, reports, and acronyms to be used with interpreters.
- Allow interpreters to arrive at least 10-15 minutes before the meeting (virtual or in person).



TECH TIPS

KEEP IN MIND



Understand that the interpreters **cannot troubleshoot** technology issues for others while they focus on interpretation.



If interpreting **in person**, ask for a parent volunteer to **help** the interpreters with the **talk system**

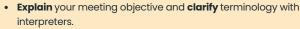


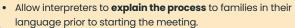
If interpreting virtually, assign a co-host so the interpreter can remain focused on the interpretation.



Create **slides** in the families' **home language** explaining how to use the talk system or virtual platform







- Create a slide in the families' home language explaining where the interpreter will be and how to use the talk system (in-person) or virtual platform.
- Allow families to ask questions and get acquainted with the technology prior to starting the meeting.
- Determine in advance the best way to incorporate the interpreter during a Q&A in virtual or in-person settings.

Make sure the **talk system** works properly and have spare **batteries** just in case.



Have a **troubleshooting**plan and **backup**technology in case
virtual platforms do
not work.

DURING THE MEETING

- Speak clearly and at a moderate pace.
- Be on the lookout for a commonly agreed signal (e.g. raised hand) from interpreters to indicate you need to slow down.
- Avoid jargon, idioms and humor as they are difficult to interpret.
- Allow interpreters to switch every 30 minutes to avoid fatigue and promote accuracy.
- Remind families where the interpreters will be (in person)
 after the meeting if further clarification is needed.
- If using a virtual platform, ask the interpreters to stay after the conclusion of the meeting in case families have a question.





Communicate if volume needs to be adjusted or the speakers are going too fast for the interpreters.



Make sure all the families are on the **correct channel** if using the talk system.



DEBRIEF

- Provide feedback to the interpreters to improve future meetings
- Follow up on information that interpreters pointed out as needing clarification.
- Offer suggestions about the equipment used including the virtual platform, talk system, or microphone.



Explain the simultaneous feature if using a virtual platform.