



NATIONAL ASSOCIATION OF EDUCATIONAL TRANSLATORS AND INTERPRETERS OF SPOKEN LANGUAGES

BEST PRACTICES FOR LARGE GROUP INTERPRETING

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

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.

TECH TIPS



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



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



Have a **troubleshooting plan** and backup technology.



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



Explain the **simultaneous feature** if using a virtual platform.



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BEST PRACTICES FOR LARGE GROUP INTERPRETING

FOR SCHOOL LEADERS AND EDUCATORS

PLAN & PREPARE

- **Identify interpreters** versed in education terminology and simultaneous interpretation.
- If the meeting will be **30 minutes or longer**, plan to have two interpreters as interpreter fatigue can lead to inaccuracies.
- **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).
- Understand that the interpreters **cannot troubleshoot** technology issues for others while they focus on interpretation.

EXPLAIN

- **Explain your meeting objective** and clarify terminology with interpreters.
- Allow interpreters to **explain the process to families** in their language prior to starting the meeting.
- 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.

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.

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.

TECH TIPS



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



If the meeting is virtual, **assign a co-host** so the interpreter can stay focused.



Have a **troubleshooting plan** and backup technology.



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



Ask the interpreter to explain the **simultaneous feature** if using a virtual platform.



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