

Tips for Working with a Sign Language Interpreter

1. Arrange for interpreters as far in advance of the meeting date as possible. Be sure to ask the person who is deaf what type of interpreter is required (American Sign Language, Signed English, Oral, and so forth).
2. Seating for participants using a sign language interpreter should be provided near the front. If possible, the interpreter should be provided a dark background and a continuously lighted area.
3. Ideally, an interpreter will interpret for 20 minutes and then have a five-minute break. When two interpreters are used, there should be a rotation every 20 minutes.
4. Use one interpreter if the meeting will last 60-90 minutes. Use two interpreters when the meeting lasts longer than 90 minutes.
5. The interpreter should be placed as close to the speaker as possible. When there are multiple speakers sitting at a table, the interpreter should be placed across from the deaf or hard-of-hearing person(s).

Jarrow, Jane E. and Park, Ciritta B. 1992. *Accessible Meetings and Conventions*. Association on Handicapped Student Service Programs in Postsecondary Education. Madison, Wisconsin: Omnipress.