

Best Practices for Multilingual Spaces

Based on *Just Communities/Comunidades Justas Curriculum*, and Alice Johnson for *BRIDGE Curriculum*

- 1. Outreach:**
 - Multilingual outreach materials
 - Materials should note that interpretation will be provided

- 2. Translation of Materials:**
 - All materials (registration forms, handouts, Power Point slides, directional signs, etc.), proofread, translated, and shared with interpreters in advance

- 3. Identify Languages present and Type of Interpretation:**
 - What languages will presenters use?
 - Will there be audience interaction/dialogue, or one-way presentation only?
 - Decide Consecutive or simultaneous interpretation?

- 4. Schedule Interpreters:**
 - Make sure interpreters are trained, not merely bilingual
 - Schedule interpreters (at least 2 weeks) in advance
 - If needed for more than 1 hour, at least 2 interpreters needed
 - Determine fees with interpreters beforehand (ideally, using a contract)

- 5. Equipment:**
 - Test equipment in advance and have back-up batteries
 - Use equipment sign-out sheet, avoid requiring IDs
 - Have volunteer to monitor equipment, hand out, and collect at the end
 - Do an in-room sound check before the event

- 6. Prepare Presenters to Work with Interpreters:**
 - Presenters and participants speak directly to each other
 - Only one person speaks at a time
 - Speak loudly and clearly at a moderate pace
 - The interpreters should never act as meeting participants

- 7. Set-up Space Inclusively:**
 - Bilingual staff at registration area
 - Set up space to avoid segregation by language

- 8. Start with Interpreter Introduction:**
 - Allow time at the very beginning of the event for the interpreters to briefly introduce themselves and explain the interpreting process

- 9. Approach curriculum and facilitation w/ UJ Lens**
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