



Conference Planning Check List from *Interpreting Solutions, Inc.*

People who are deaf, hard-of-hearing, late-deafened, or deaf-blind often participate in international, national, regional, and local conferences sponsored by organizations predominantly composed of hearing people. Conference planners are in the key position to ensure that participants and speakers/presenters who need communications accommodations are able to take part in every aspect of the conference or convention.

Please refer to *Interpreting Solutions, Inc.* web site for: information pertaining to the legal responsibility of providing communications accommodations, frequently asked questions, and information on services for deaf, deaf-blind, late-deafened, or hard-of-hearing individuals.

Six Months Before Conference

- ❑ For larger conferences of two or more days duration, a coordinator of interpreting services can be hired as an adjunct member of the conference planning committee. Contact Jill at *Interpreting Solutions, Inc.* at 414-732-9966 to discuss this possible need. *Interpreting Solutions, Inc.* can also assist you with more cost-effective planning options that link conference participants directly to *Interpreting Solutions, Inc.* to ensure individual needs are met.
- ❑ Include the following line in your budget: ADA access (interpreters, etc.). Call *Interpreting Solutions, Inc.* at 414-732-9966 to get a free estimate for your anticipated needs. *Interpreting Solutions, Inc.* can also assist you in planning how to underwrite the costs of interpreting or other needed accommodations. Information about funding options, including possible third-party funding, is available at www.interpretingsolutionsinc.com.
- ❑ Browse: www.interpretingsolutionsinc.com. In particular, review the Frequently Asked Questions.
- ❑ Include the following information in your printed and on-line registration materials:

If you need ADA accommodations, contact us at XXX-XXX-XXXX at least 4 weeks prior to event date so that we can work with you to ensure full accessibility. We can guarantee services only to those who register and notify us at least four weeks prior to the event date. Services for late registrants may be impossible to provide on short notice.

- ❑ Review any prior information in your conference file related to participant or speaker needs for ADA accommodations.

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- Review the free information on providing communications accommodations at *Interpreting Solutions, Inc.* web site: www.interpretingsolutionsinc.com

Five Months Before Conference

- Many organizations hire *Interpreting Solutions, Inc.* to handle the registrations and initial contacts with deaf/hard-of-hearing or deaf-blind consumers. However, if you'll be handling the registration for interpreting needs yourself, create an accommodations checklist to be used as registration and confirmation of speakers/presenters proceeds. For each individual requesting accommodations, be sure to note:
 - What services are needed?
 - American Sign Language?
 - An English sign system? Which one?
 - Tactile or close-vision interpreting?
 - Oral interpreting?
 - Are there ethnic or cultural needs?
 - Are assistive listening devices needed? Which?
 - Will notetaking services be needed?
 - Will C-Print services be needed?
 - Does this individual have other special needs we need to address?
- Consider downloading and sending a copy of **A Tip Sheet for How to Work with Interpreters** to each presenter or speaker. To download this free information as a PDF file, simply go to www.interpretingsolutionsinc.com and choose from the LIBRARY area. Alternatively, request that each speaker/presenter download the information for personal use.
- Request that each speaker/presenter provide you with a copy of all **presentation materials** including handouts, speeches, songs, poems, etc. for preview by the interpreters one month before the event date.
- If presentations will be on technical topics, prepare a brief summary (or ask speakers to prepare a brief summary) of definitions for technical vocabulary so that the interpreters can study it.
- Submit a preliminary schedule of all speakers/ presentations to *Interpreting Solutions, Inc.* and indicate on it the format (panel, singing, performance, etc.) for each.

Three Months Before Conference

- Send all registrant and presenter information about accommodations and interpreting needs to *Interpreting Solutions, Inc.*
- As you develop your general conference evaluation materials, include the following question for all conference participants to answer.

Yes/No

In my opinion, the sign language interpreter services by *Interpreting Solutions Inc.* were professional.

Two Months Before Conference

- ❑ If you have had registrants or presenters request ADA accommodations, or if you simply know accommodations will be needed, make the initial contacts with *Interpreting Solutions, Inc.* at 414-732-9966.
- ❑ Work directly with your *Interpreting Solutions, Inc.* conference planner to prepare contracts for *Interpreting Solutions, Inc.* services. Conference planners will provide personalized services and be available throughout the planning process to answer your questions and ensure smooth planning and implementation.
- ❑ Notify or update your conference planning team of *Interpreting Solutions, Inc.*'s role in ensuring accessibility.

Four Weeks Before Conference

- ❑ Submit the completed list of registrants and presenters requesting ADA accommodations by sending *Interpreting Solutions, Inc.* a copy of the accommodations checklist you have compiled during registration and confirmation of speakers/presenters.
- ❑ Follow up with all presenters/speakers to receive their copy of all **presentation materials** including handouts, speeches, songs, poems, etc. for preview by the interpreters.
- ❑ Send copies of the preview materials, as well as copies of speaker schedules and technical vocabulary, to *Interpreting Solutions, Inc.*
- ❑ Anticipate needing a minimum of two interpreters for each session a registrant needing communications accommodations will attend. When planning for more than one individual's needs, *Interpreting Solutions, Inc.* will make sure that enough interpreter teams are scheduled to allow participants to attend the sessions of their choice.
- ❑ Make hotel reservations for the interpreters and send the confirmation numbers directly to Jill at 414-732-9966 or jill@interpretingsolutionsinc.com

Three Weeks Before Conference

- ❑ *Interpreting Solutions, Inc.* will send you a preliminary list of interpreters assigned to the conference, based on the information you've forwarded.

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- ❑ ***Interpreting Solutions, Inc.*** conference planning staff will meet with you in person to work out a smooth and effective schedule of interpreters or other professionals to meet your accommodation needs.

Two Weeks Before Conference

- ❑ ***Interpreting Solutions'*** is available to assist you with any last-minute accessibility issues.
- ❑ Prepare an information packet for each of the individuals who will be assisting with logistics and registration on conference day. For example, include these or other free ***Interpreting Solutions, Inc.*** downloads:
 - Tip Sheet on How to Work with Interpreters
 - Americans with Disabilities Act (ADA): Ensuring Effective Communication
 - Team Interpreting
 - C-Print or Interpreting: How to Choose and Accommodation
 - Code of Ethics for Interpreters and C-Print Captionists

Registration Desk

- ❑ Provide nametags and a complete packet of participant materials for each of the interpreters.
- ❑ Require registration staff to read the following free download from ***Interpreting Solutions, Inc.*** **Tip Sheet on How to Work with Interpreters** so that they can effectively assist deaf/ hard-of-hearing/ deaf-blind participants and presenters in linking with the interpreters.

During Conference

- ❑ Utilize the on-site personnel from ***Interpreting Solutions, Inc.*** for any troubleshooting related to accessibility and communications issues.

One Week After Conference

- ❑ Send the results of the interpreter quality question that you included in your conference evaluation process (see “Three Months Before Conference,” above) to Jill at ***Interpreting Solutions, Inc.***
- ❑ Submit your own evaluative comments reflecting your experience in working with ***Interpreting Solutions, Inc.*** This brief evaluation form will be sent directly to you by US mail soon after the conference. If you prefer, you can also download, complete, and email it back using a free downloadable file located at www.interpretingsolutionsinc.com.
- ❑ Include a copy of your evaluation, along with the tip sheets, other free downloads, and this check list in the file for next year’s conference.