

### **Guide for in-person sign language interpretation (on-site and hybrid events)**

This guide is intended for clients who use the Translation Bureau's sign language interpretation services for events that take place in person. The presence of interpreters on site is required when an in-person event is taking place, with or without a hybrid component (i.e., broadcast on a video conferencing platform).

The following is a list of requirements to ensure quality sign language interpretation services. Please note that failure to comply with these requirements may result in a cancelation of service.

#### **Location of Interpreter Teams (ASL and LSQ)**

- The two interpreter teams must be clearly visible to participants and at a suitable distance from each other, typically one to the left and one to the right of the presenters.
- Each team of interpreters generally consists of one active interpreter, facing the audience, and one or two support interpreters, seated facing their active colleague, with whom they take turns. Provide a space with chairs and a table for the support interpreters.
- Provide adequate lighting on active interpreters. The placement of the lights should ensure there is no glare on the interpreters, and that it does not obstruct the line of sight between interpreters.
- Do not place interpreters in an area where presenters or speakers must pass to access the stage or podium.
- Do not place interpreters near audio speakers. Since sign language interpreters often work from official languages (OL) interpretation, if they must turn up the sound on their OL receivers in order to mask the sound in the room, this puts them at risk of a hearing injury.

#### **Access to official language interpretation**

- If sign language interpreters access official language interpretation via headsets connected to a receiver system, the sound must be of very good quality and free of extraneous noise.
- The audio levels from the floor and official language interpretation must be equalized. To check volume levels, conduct sound tests with the sign language interpreters before the start of the event

#### **If the interpretation is filmed for broadcast on the room's monitor or on a videoconference platform (for hybrid events)**

- The interpreters should be positioned in front of a black, dark grey or dark blue background.
- On-camera framing of each interpreter must be done before the start of the event.

**As each context is unique, organizers must consult with the on-site interpreters to ensure that the working environment will allow for high quality interpretation.**

**Thank you for your cooperation.**