

WORKING WITH INTERPRETERS TIP SHEET

FOR MEETING CHAIRS

Are you chairing a meeting? Will ASL-English interpreters be present? Then this tip sheet is for you, as you will work closely with the interpreting team.

TOP TIPS

1. Be prepared to provide meeting documentation to the interpreting team so they can adequately prepare. Materials such as:
 - a. Meeting agenda,
 - b. Previous meeting minutes,
 - c. Additional meeting documents and handouts.
2. Be prepared to manage the interactions and turn-taking of meeting participants. It is beneficial for everyone if only one person speaks at a time, which allows for accessibility and inclusions for everyone present. No interpreter can interpret multiple statements simultaneously.
3. Please look and speak directly to Deaf person in the first person and do not ask the interpreter to “tell him/her, ask him/her, etc.” Similarly the interpretation into English you hear will also be in the first person.
4. Sometimes participants will joke about the interpreter(s) while they are working. It is appreciated if the meeting chair can remind participants to focus on the work at hand and not pay attention to the interpreter(s). If you have questions regarding appropriate phrasing please discuss them with the interpreter(s).
5. Interpreters will not participate in the conversation taking place. Please do not directly engage the interpreter(s) while they are working. If you have comments, questions, or feedback for the interpreter(s) please wait until the meeting is finished and then bring it to their attention. Interpreters are open to having debriefing discussions.
6. If the meeting has recorded minutes, please document the interpreter(s) separately from meeting participants noting: *NAME, ASL-English Interpreter.*

For more detailed information, please check out the SMU [Deaf Academics & Interpreters](#) webpages, specifically the [Work with an Interpreter](#) section.

If you have any questions or concerns, please do not hesitate to contact the SMU Faculty of Science staff interpreter, Ashley Campbell at:

ashley.n.campbell@smu.ca

or

902-496-8761