

WORKING WITH INTERPRETERS TIP SHEET

REMOTE MEETINGS

Will you be having a meeting via an online video conferencing platform with someone who uses ASL? If so, ASL-English interpreters will then be present and this tip sheet is for you.

TOP TIPS

1. Currently Zoom is the preferred online meeting platform for ASL users. Whenever possible please utilize Zoom for remote meetings that include ASL users for the best video and interface qualities.
2. The Deaf participant(s) and interpreter(s) will run two online meeting simultaneously. The main meeting with all participants and a second meeting for ASL users. This second meeting will ensure those using ASL can be seen clearly and not impeded by screen sharing or small video tiles in the main meeting. You will not have to do anything extra to do this; the interpreting services team will set up the second meeting.
3. Be aware that it is fatiguing to watch signing on a screen, especially during technical difficulties when the video feed buffers and freezes. If there are video quality issues your comments may need to be repeated.
4. The team may also utilize real time transcribing during the meeting either through AI or human (CART) services. If CART is used the captioner will join the main meeting for the audio feed.
5. It is advisable that all participants undertake turn taking during the meeting and wait to be acknowledged by the chair / meeting host. This will support everyone's ability to be included in the meeting. Please also have everyone who is not speaking stay muted.
6. Utilize the chat function for specific terminology, comments, clarifications, etc.
7. Provide all meeting participants with a copy of the presentation in advance. It is difficult to simultaneously view a presentation on screen share and watch an interpretation (and possibly captions).
8. If there are two interpreters working, they will switch who's actively working approximately every 15-20 minutes. This means you will hear a change in voice and try to ignore the interpreters when this occurs. Be mindful to not override the mute for the interpreters who will be active when the Deaf participant is commenting.

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:

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or

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