



LANGUAGE JUSTICE TIPS FOR VIRTUAL EVENTS

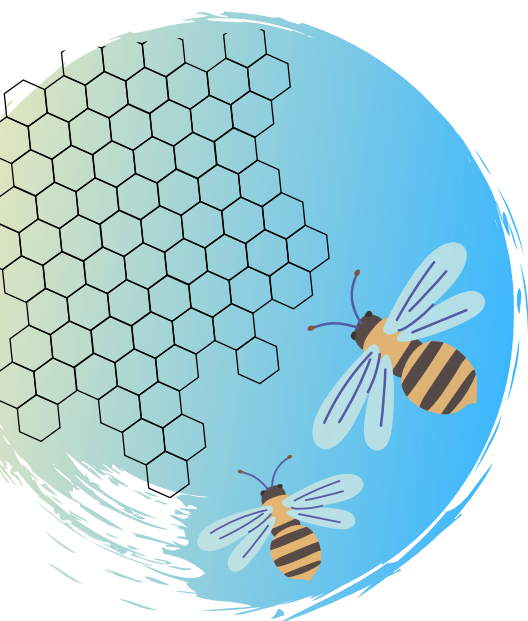
It takes everyone's commitment to create a multilingual event

Before the Event

PLAN IN ADVANCE

The moment that you start planning your virtual event is the moment to start planning for translation and interpretation.

Did you add a line for interpretation and translation in your event budget?



TRANSLATE EVENT INFO

Translate flyers, social media posts, emails, registration forms, instructions on how to join, power points, reports, etc. in the multiple languages represented by the participants.

Did you ask about language preference in your event registration form?



DECIDE ON TECH

Keep language justice in mind when choosing the virtual platform for your event. Some options are:

- Video conference with a separate conference call line (0-\$)
- Zoom interpretation function (\$\$) , ZipDX (\$\$)
- Voice Boxer (\$\$\$\$), Kudo (\$\$\$\$), Interprefy (\$\$\$\$), etc.

Did you TEST all the tech in advance?



CONFIRM INTERPRETERS

Plan on having **two** interpreters per language (more for multiple breakout groups that need interpretation).

Interpreters work in pairs, switching every 20 minutes.

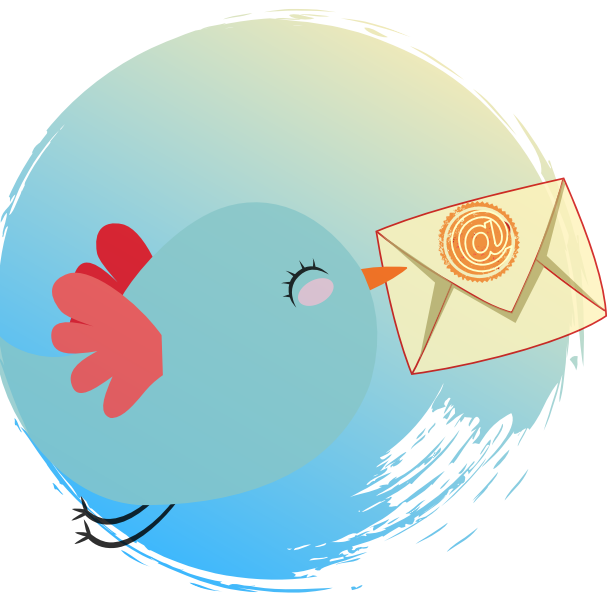
Did you include 5 min at the beginning of the program for interpreters to do a Language Justice intro?



SEND PREP MATERIALS

Send materials in advance so that interpreters can familiarize themselves with the vocabulary and content of the event.

Did you send interpreters: the facilitator agenda, prepared remarks, power points, reports you'll be referencing, glossary, spelled out acronyms...?





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During the Event

SLOW DOWN

Facilitators, presenters, trainers, participants... anyone speaking during the event, **speak at a moderate pace**. Take a breath after each sentence, **take a pause** after switching speakers and asking questions. Slowing down supports **EVERYONE**, not just interpreters.



SPEAK-UP

Speak loud and clear! Ideally, **using headphones with a mic**. Interpreters need to be able to hear the speaker over the sound of their own voice when doing simultaneous interpretation.

SAY YOUR NAME EACH TIME YOU SPEAK

Folks listening to the interpretation might only hear the interpreters voice, so they will not notice when a new person is speaking.



ONE PERSON AT A TIME

Interpreters can only interpret for **one person at a time**, and they don't want to be put in the position of having to decide which voice to privilege over another.

LANGUAGE IS NOT A BARRIER

To the contrary, when we have multiple languages in a space, **we have multiple cosmovisions**, and multiple ways of understanding the world. We have the opportunity to expand and deepen our perspective, our imaginations, the possible strategies, tactics, and visions for what is possible.

