

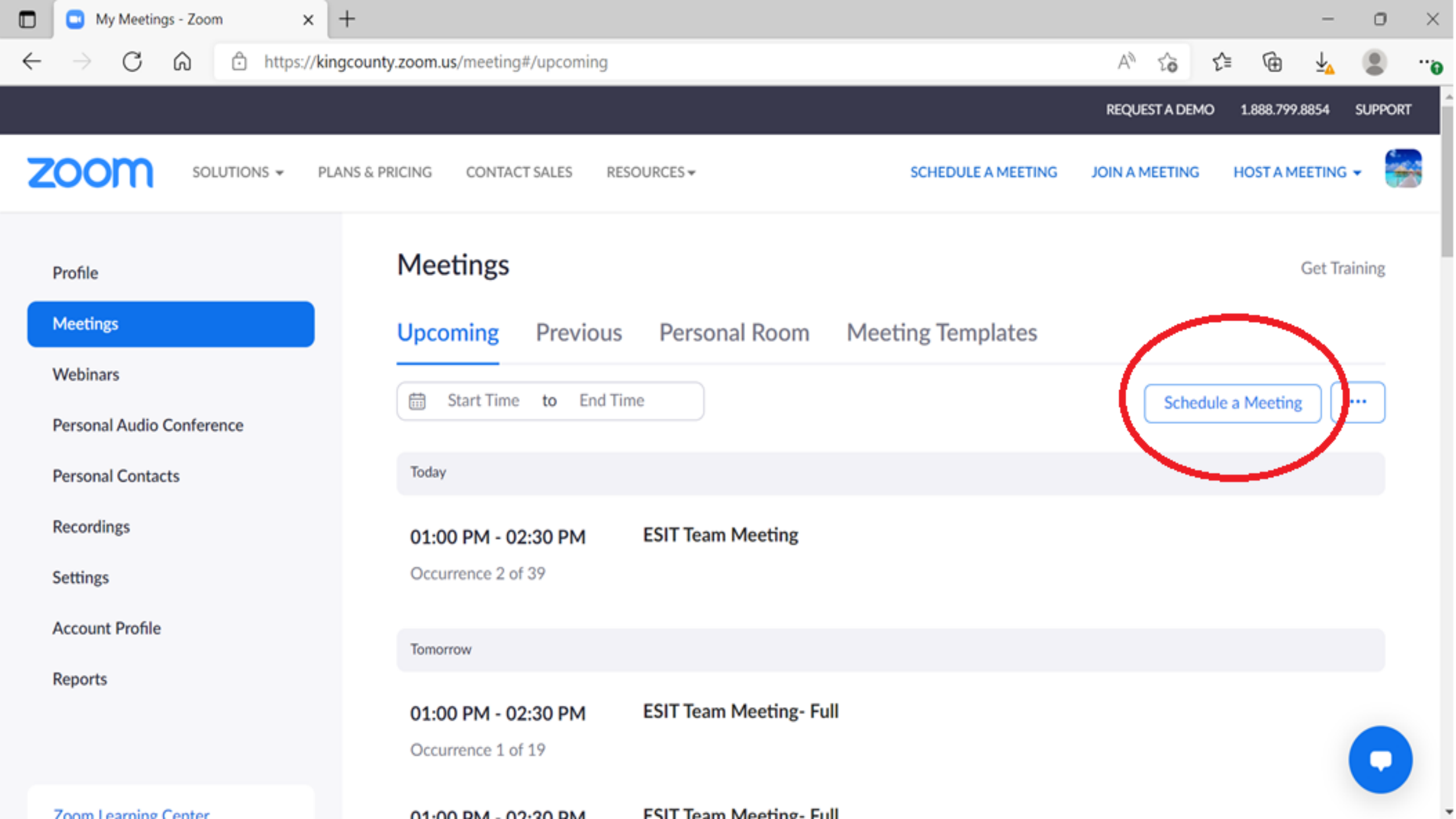


# Working With Interpreters During Community Meetings

Tips, Tools, and Best Practices

# Tips, Tools, and Best Practices

- Do you have a contract with a language access organization? Find out the best way to book an interpreter.
- Schedule with an interpreters at least two weeks in advance
  - Simultaneous- interpretation at the same time you are speaking
  - Consecutive- you speak, they translate
  - Once scheduled, get the interpreters name and the email address they will be using to sign into zoom.
- Give your interpreter your meeting materials/agenda in advance
- Ask your interpreters and participant(s) that need interpretation to arrive 30 minutes early to set up and do sound check
- Speak slowly during the meeting



SOLUTIONS ▾ PLANS & PRICING CONTACT SALES RESOURCES ▾

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Profile

Meetings

Webinars

Personal Audio Conference

Personal Contacts

Recordings

Settings

Account Profile

Reports

Zoom Learning Center

## Meetings

Get Training

Upcoming Previous Personal Room Meeting Templates

Start Time to End Time

Schedule a Meeting

Today

01:00 PM - 02:30 PM ESIT Team Meeting

Occurrence 2 of 39

Tomorrow

01:00 PM - 02:30 PM ESIT Team Meeting- Full

Occurrence 1 of 19

01:00 PM - 02:30 PM ESIT Team Meeting- Full



Profile

Meetings

Webinars

Personal Audio Conference

Personal Contacts

Recordings

Settings

Account Profile

Reports

Zoom Learning Center

Attend Live Training

Video Tutorials

Knowledge Base

[← Back to Meetings](#)

### Schedule Meeting

Topic

+ Add Description

When

Duration  hr  min

Time Zone

Recurring meeting

Registration  Required

Meeting ID  Generate Automatically  Personal Meeting ID 205 079 4239

Template

Security  Passcode   
Only users who have the passcode can join the meeting

Waiting Room  
Only users admitted by the host can join the meeting

Video Host  on  off

Participant  on  off

Audio  Telephone  Computer Audio  Both

Dial from United States

Options [Show](#)

Interpretation  Select interpretation languages. Select output channels below. You can assign interpreters at any time.

Save

Cancel



Template

Select a template ▾

## Security

 Passcode 

Only users who have the passcode can join the meeting

 Waiting Room

Only users admitted by the host can join the meeting

## Video

Host  on  offParticipant  on  off

## Audio

 Telephone  Computer Audio  Both

Dial from United States ✎

## Options

Show

## Interpretation

 Select interpretation languages. Select output channels below. You can assign interpreters at any time.

English ▾

≠

Language ▾

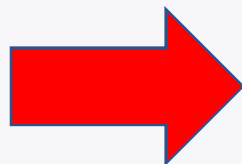
✕

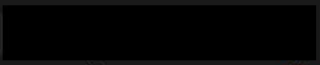
English ▾

≠

Language ▾

✕

[+ Add Interpreter](#)



Mute

Start Video

Security

Participants 1

Polls

Chat

Share Screen

Live Transcript

Breakout Rooms

Interpretation

Reactions

End

Language interpretation ×

**Interpreter 1** ×

EN English ↔

Setup professional audio in "Audio Settings"



**Listen In:**

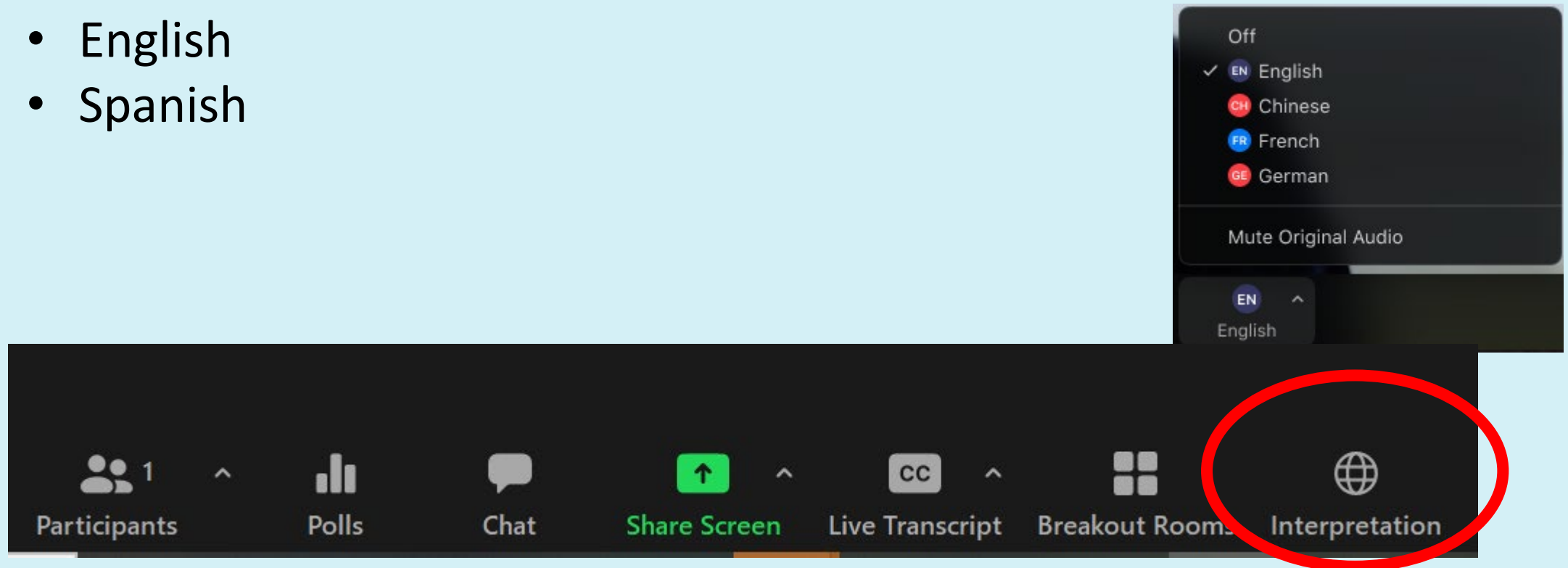
- ✓ Original Audio (Interpretation off)
  - EN English
  - ES Spanish
- Mute Original Audio
- Manage Language Interpretation...



# LANGUAGE INTERPRETERS

Please select a spoken language, here are our options:

- English
- Spanish



# Breakout Rooms

- If you create a breakout room, you will need to send interpreters and participant(s) speaking that language to the same room. Interpretation will then become consecutive.
- When they return to main room, you will need to pause to ensure that interpreters are set up and all participants are on the correct language channels.