# PLANNING AN INTERPRETER-FRIENDLY PRESENTATION

## TO-DO LIST

- Schedule an interpreter(s) ahead of time. If the presentation is longer than one (1) hour, schedule two interpreters.

- Secure/confirm interpreting equipment and a microphone.

- *In a timely manner*, provide interpreter with all materials
  - PowerPoint
  - Handouts
  - Videos
  - Speeches

- Arrange *in advance* for the translation of any documents that will be distributed at the presentation.

- Inform speaker to:
  - *Pause frequently* during his/her presentation
  - Try to reduce, or eliminate altogether, the use of acronyms and abbreviations
  - Update the interpreter of any last-minute changes before the event
  - Leave slides on the screen a few seconds longer than usual
  - Avoid using quotations and poetry, unless text has been previously submitted

## Final Considerations

As much as we hate to admit it, interpreters make mistakes. Yet, holding interpreters solely responsible for successful communication and betting on their infallibility is a utopian dream. Ultimately, *speakers should be equally accountable* for the clarity and translatability of the ideas and words that make up their discourse. In fact, interpreting quality will improve greatly if some basic precautions are taken and all parties involved are aware of the necessity for an interpreter.

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