

# WORKING WITH INTERPRETERS TIP SHEET

## REQUESTING AND BOOKING EXTERNAL INTERPRETING SERVICES

Are you looking to request and book ASL-English interpreting services that are not associated with the SMU Interpreting Services team? Are you unsure of the booking process? Then this tip sheet is for you.

### TOP TIPS

1. For booking interpreting services for an event that is not associated with the SMU Interpreting Services, please contact the following agencies or individual interpreters:
  - a. [Society of Deaf and Hard of Hearing Nova Scotians](#) for community and non-academic events
  - b. [Maritime Association of Professional Sign Language Interpreters](#) for a list of member interpreters or to have a service request sent to all members
  - c. [Canadian Association of Sign Language Interpreters](#) for a list of member interpreters
  - d. Post-Secondary academic events are managed through each individual institution.
  - e. [Atlantic Provinces Special Education Authority](#) for events in the K-12 school system.
2. Be prepared to provide the following information when requesting interpreting services:
  - a. Event date along with start and end time,
  - b. Location details,
  - c. Purpose of the event (one on one meeting, public announcement, guest lecture, workshop, etc.),
  - d. If ASL users have indicated attendance or not,
  - e. Names of key participants (emcee, presenter, meeting attendees, etc.),
  - f. If the event will be live streamed or have media present,
3. Make sure relevant materials and documents can be made available to ensure the interpreting team can adequately prepare. Materials needed depend on the nature of the event services are being requested for.
4. How many interpreters are required will be dependant on the nature of the event. The number of interpreters necessary normally varies between one to three. This will be determined at the time of booking.
5. Costs associated with professional fees of interpreting services will be negotiated directly with the agency or individual interpreter(s) at the time of booking.

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 Manager of Interpreting Services, Ashley Campbell at:*

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