

Hiring an interpreter for virtual meetings

- On your webinar registration form, always ask what language of interpretation will be needed.
- When the meeting is longer than one hour, you will need to hire two interpreters.
- On Zoom, always enable the interpretation feature when you set up a webinar.
- Budget for the average cost of interpreting services of \$75 - \$125 per hour.
- Hire an interpreter who is an expert on the general topic of your meeting (education, healthcare, legal, etc.).
- Hire an interpreter well in advance of the meeting - no less than two weeks, but ideally two months or more before.
- Share meeting details, relevant materials, specific words and terms, and acronyms with interpreters beforehand. Consider scheduling a meeting to help the interpreters prepare.

What to look for in an interpreter

- Certified as an interpreter
- Highly skilled in the presenter's language and the audience's language
- Has a good understanding of the vocabulary that will be used
- Confident, professional, and calm

What languages should you hire an interpreter for?

- Spanish
- Arabic
- Chinese
- Tagalog
- French
- Korean
- Russian
- Portuguese
- American Sign Language (ASL)
- Mexican Sign Language (MSL)
- **Any** language other than spoken English

