



ASLIA Conference Interpreting Guidelines for Organisers

In recognition of the complex coordination required in selecting and managing an interpreting team for events such as deafness sector conferences and national or international conference events, the following guidelines are intended to provide guidance for conference event organisers. The guidelines herein apply to both Auslan<>English and Deaf Interpreters.

Recruitment

NAATI Conference Level and certified Interpreters (formerly known as 'Level 3' or professional interpreters) are strongly recommended for all conference type events, particularly for interpreting on stage or during plenary sessions.

International Sign Interpreters may need to be recruited where required for sign language users who are participants or presenters (who do not have fluency in Auslan). International Sign Interpreters ideally need to hold WFD-WASLI International Sign Accreditation.

There are three channels ASLIA recommends for engaging individual interpreters. The event organiser(s) may

1. Contact a local agency or an employer of Auslan-English interpreters, to directly select and appoint appropriately skilled and qualified individuals to some events;
2. Contact and employ an interpreter directly on a contract basis
3. Work via an interpreting agency, who will act as a broker in the provision of an interpreting service to the event organiser.

The nature of national and international events, and some deafness sector conferences, may require organisers or their delegate, to advertise interpreting positions or seek expressions of interest to recruit interpreters from throughout Australia. In some cases interpreters may need to be sourced from overseas if other

Sign Languages or International Sign is required at the event. If this is the case, the ASLIA policy on the selection of interpreters is strongly recommended. Please refer to the ASLIA Policy on the Selection of Auslan<>English interpreters for National and/or International Events.

Depending on the scale of the event, notice of at least six months in advance (where possible) of the conference be given to interpreter practitioners. This shall include advising interpreters of the proposed schedule and duration of event.. Confirmation of expected interpreting needs and requirements, details of presenters and type of presentations, together with an outline of the general format of the event is required to be provided to interpreters at least eight weeks in advance of the event. For larger events, particularly international congresses, or national events, it may be prudent for the interpreter service to appoint an interpreter coordinator (this may be an experienced interpreter who has experience in conference interpreting, including skills in organisation, management and supporting conference organisers) The coordinator ideally should participate in planning stages of any conference organising committee to assist with ascertaining the exact requirements and managing the tasks required to appoint and then support the interpreting team.

Working Conditions

The following working conditions are endorsed by ASLIA as the acceptable standard:

- Full papers of all presentations; time schedules; working programs and running sheets should, as far as practicable, be provided to interpreters, by way of packages/files sent out at least two weeks in advance of the event to allow for adequate preparation.
- Interpreters may be booked for up to an eight-hour period per day for a 'full day', inclusive of morning and afternoon tea and lunch breaks (note such breaks are expected to be of an hour and a half minimum total duration. Interpreters are not expected to work during break times, unless specifically booked to cover these periods, or by prior negotiation). Time in addition to the eight hours will incur an hourly fee charge.
- Rates of pay to interpreters vary at times according to region, complexity of work, experience of the interpreter etc. Currently, rates can vary dependant

on the agency used to provide the Interpreters or practitioners may negotiate their own rates if you engage them directly. Additional fees may be charged for reading and preparation time as well as travel time by negotiation.

- Interpreters working for full or half days will work in tandem with at least one other interpreter. Sessions with two or more presenters requiring interpretation in two directions (e.g. workshop format dividing into groups), or presentations that last for more than one hour, may require three interpreters who may be required to work in both directions. However, at times, interpreters may be requested to work in specific language directions.
- An event lasting more than two days will require a team of three interpreters across more sessions to allow for breaks to ensure the cumulative effect of mental and physical fatigue experienced by interpreters functioning in high pressure settings such as conferences not have a significant impact on the quality of the interpretations.
- It is highly recommended that a secure room or private space be made available for interpreters as a preparation and rest area and where they can leave their personal effects securely. This space could include tea and coffee making facilities, a workstation and comfortable seating. This space is contributes to the quality interpretation services provision, as preparation and rejuvenation are critical factors in the delivery of a quality interpretation and the practice of positive health strategies.
- Interpreters will make themselves available for up to 30 minutes per day for any orientation, information, and briefing or debriefing sessions, outside the specified eight-hour working contract for a 'full day'. This will not be paid for separately to the 'full day' arrangement; however, any formal pre-conference meetings may require payment to interpreters.
- It is recommended that Interpreters, as well as presenters, be consulted on the scheduling of specific interpreters to each session. This is to ensure teams are appropriately matched, and that presenters are comfortable with interpreters assigned to their sessions. It is noted that in the case of a large event, full accommodation of any expressed preferences may not be practical

or possible. However, where possible, preferences expressed by interpreters and presenters should be given due consideration. Interpreters must accept that although chosen for their competence and skill that they ideally need to be have the flexibility to work across the conference program. Presenters and interpreters will be advised of final schedules at least two weeks in advance of the event

- Interpreters, in addition to natural break periods, need to be allocated "down time" in the event program each day, whereby between 30 minutes and one hour will be scheduled as a period of rest in the program, with teams rotating as needed to cover this time for each person.
- The conference interpreters need to have access to one specific individual who has the role of interpreter coordinator. This person will be the main point of contact for interpreters and will attend to any needs, such as ensuring extra copies of papers is arranged for interpreters, environmental and technical set-up and confirmations, and addressing any immediate needs or demands that may arise for interpreters throughout the event. It needs to be clear from the time of the booking that there will be one individual who will be available to interpreters for any issues that may arise.

Additional Arrangements

The following should also to be provided to the interpreter:

- Interpreters should be accommodated in, or near, the conference venue - this applies to both local and interstate interpreters. This is necessary for preparation purposes and to limit the fatigue and stress that could ensue from lengthy daily travel. Accommodation will be for the night before work commences, assuming a start prior to 12 noon, and the nights of the working contract up to, but not including, the final day of the contract. Additional accommodation is usually at the interpreters' own cost.
- Interpreters appointed from another state will have a return airfare and domestic cancellation insurance covered by the event organiser. Transport costs to the local airport and upon arrival in the state or territory, via taxi for example, will be reimbursed by the organiser or their delegate upon

presentation of appropriate receipts. (or parking at interstate airports may be negotiated).

- Breakfast will be provided on all working days.
- Meals that fall during booked work times (e.g. typically lunches and morning/afternoon teas) need to be provided. Other meals will not be provided, unless negotiated separately with the event organiser by way of a direct contract. Interpreters working at a dinnertime event, such as a Conference dinner, will have their meal provided, as well as receive payment for their interpreting services. Any contract should be explicit as to whether a meal allowance is covered in the hourly or daily rate or will be paid as an additional payment.
- Shirts may be provided to interpreters in some circumstances, to be worn during work times at the event, as specified by the organiser or their delegate. Direction may be given on other clothing also. (Colour of shirts and logos need to be considered in order to ensure clothing are not a distraction for participants).
- Depending on the event, additional considerations such as the risk of occupational overuse injury and the need to access appropriately skilled physiotherapy or massage services during and/or after the event may be relevant (particularly relevant with Deafblind interpreting for example) and must be provided by the event organiser if deemed necessary in advance of the event.
- ASLIA encourages event organisers to consider allowing local, inexperienced interpreters to attend the event as a professional development experience. The ASLIA Contract of Employment of Auslan<>English interpreters for National and/or International Events may prove useful to employers intending to directly contract the services of Auslan<>English, Deaf interpreters or IS interpreters for conferences and similar events rather than booking through an interpreting agency, or when using interpreters not registered with an interpreting agency. It is recommended the working conditions and rates set

down in this document and attachments are at or above industry standards for when making private contractual arrangements.

Cancellations and Alterations

Once arrangements for the coordination of conference interpreters has commenced, both interpreters and conference organisers are required to give a minimum of six weeks' notice in advance of the event of the intention to withdraw from planned arrangements and bookings. Event organisers may be liable for a partial administrative payment for any work undertaken prior to cancellation.

Deaf Interpreters/ International Sign Interpreters

Where possible Deaf Interpreters be employed to provide interpretations of presentations into Auslan or International Sign.

Version History

<i>Version Date</i>	<i>Prepared by</i>	<i>Checked by</i>	<i>Approved</i>	<i>Summary of updates</i>
V1.0 2012				
V2.0 2018	Danielle Ferndale	David McQuiggin Julie Judd		Formatting, content updated to reflect currency