

Booking Interpreting Services at SMU

Working with signed-spoken language interpreters

Incorporating interpreting services into an event or meeting should become part of a checklist and not an afterthought. The Manager, Interpreting Services is responsible to coordinate services once you have provided the necessary information. Ideally the more advance notice to book interpreting services is preferred since STEM interpreters are scarce and often booked far in advance. To begin the booking process, consider the following logistics.

Check List

- Time and Date confirmed.
- Prepare a calendar invite for all participants and include Interpreting Services Manager as an invitee.
- Book a room *and/or* coordinate a Zoom meeting link.
- Connect with Interpreting Services office via DEEHR Slack, email, phone, or in-person.

What to include in the Calendar Invitation

- Room number.
- Virtual meeting link, as well as meeting code and password.
- Links to discussion and meeting documents (the Interpreting Services office can provide guidance on what to include).

Which Room?

- S227 (Hybrid meeting space) 3 people max in-person plus virtual participants. Contact: Linda Campbell or Ashley Campbell
- S221B (Science Boardroom) 5-6 people max. Contact: Science Advising Secretary
- Other rooms. Contact: ENVIS Secretary or Science Advising secretary.

Additional Notes

- It is your responsibility to update the calendar invite (and the Interpreting Services office) when meeting details change. Do not rely on other participants to inform the interpreting team.
- The interpreting team is working with everyone, not just the sign language users. We provide access to English and American Sign Language in both interpreted directions.
- Interpreters may be booked to be in-person or join virtually. If the interpreter joins virtually, the technology will be managed by the Interpreting Services office however be prepared to provide access to online meetings to additional participants.

Unsure about something? Just ask!

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[**www.smu.ca/faculty-of-science-interpreting**](http://www.smu.ca/faculty-of-science-interpreting)