

Language Justice checklist



BEFORE YOUR MEETING OR EVENT (DAYS BEFORE)

- Send out all meeting materials at least four days before the meeting.
- Share meeting agenda, presentations, and any other information.
- Write down key language (acronyms, agencies, terms, people).
- Enable language interpretation and assign interpreters in ZOOM or other platforms.

BEFORE YOUR MEETING OR EVENT (DAY BEFORE)

- Dry tech run or soundcheck: test the platform and interpreting channels.

DURING THE MEETING

- Announce that interpretation services are available and explain how to use them.
- Allow for a three-minute language justice presentation.
- Ensure a balance of English and your audience language(s) in the visual components of your event. Show slide material in English and target language(s) side by side when possible.
- Speak at a normal, not too quickly, pace and enunciate. Interpreters travel two sentences behind the speakers.
- Use a headset, tabletop mic, or earbuds with a built-in microphone when speaking so that the interpreters can hear you clearly.
- Position your camera so you can be seen clearly while presenting.
- Do not present over a Wi-Fi or mobile data plan connection. A hard wire ethernet connection is faster and more reliable than Wi-Fi.
- Keep your microphone muted when not speaking.
- Speak from a quiet place. Silence any apps and device.
- When using acronyms, explain what they mean.