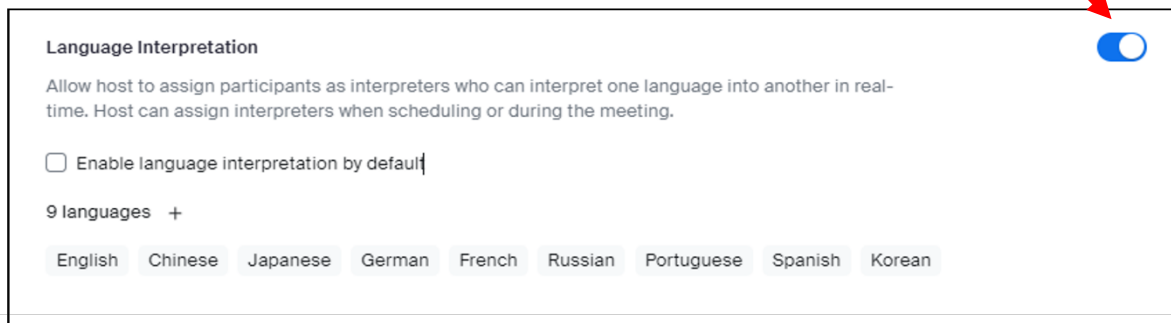


Tips for Successful Virtual Bilingual Events

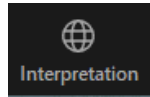
1. **Ensure the webinar platform you are using has the ability for interpretation (ie.Zoom)**
 - a. If using Zoom, ensure **YOUR PLAN** has the ability for interpretation (Only available at certain payment levels)
 - b. If using Zoom, select the “**Enable Interpretation button**” under the IN MEETING(ADVANCED) Settings



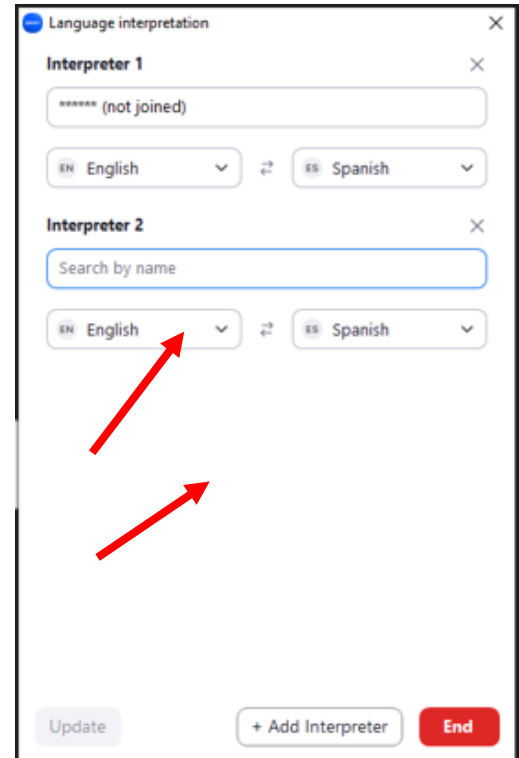
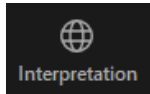
2. **Contact translation and interpretation service.**
 - a. Determine timeline needed to translate presentation slides before the event. (Communicate this with any outside presenters) Slides are potentially needed two weeks prior to the event.
 - b. Schedule an interpreter for the day of the event
 - c. Schedule a practice session with interpreter
3. **Work with the translator to ensure all event materials are translated. This will take additional time and planning.**
 - a. Marketing materials
 - b. Registration Form
 - c. Event Emails
 - d. Presentation Slides
 - e. Follow-up communications
4. **Outreach to communities needing language interpretation.**
 - a. Additional outreach will be needed to engage with the diverse community members.
 - b. Partner with organizations that work with diverse communities.
 - c. Engagement with your bilingual or multilingual events will grow over time as you build trust and partnerships.

5. Conduct a practice session with interpreter prior to event.

- a. When holding a bilingual event, the interpretation icon will not work until you have added an interpreter.

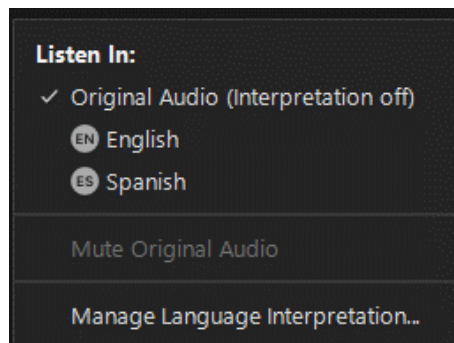


- i. To add an interpreter, select the interpretation icon, then enter the interpreter information. The interpreter must **join** the meeting before this option is available.
 - ii. Once the interpreter has been added, the additional language room will become available. To view the additional language room, **select the interpretation icon**, then select the language of the room you want to join.



Select one room:

You can switch between the rooms at any time



In this example, the participants in the English room **will not** be able to hear the participants in the Spanish room and vice versa. The participants in the English room will not be able to hear the translator in the Spanish room, this includes the presenters.

6. Translation of materials/ information

- a. Translation needed for all marketing materials, registration form, registration email, links/information, presentation slides, follow-up emails.

7. Bilingual Slides

- a. Minimal words per slide will reduce translation cost and enable both (or multiple languages) on the same slide.



8. Registration-

- a. (In Zoom) You will not be able to see who is in the Interpretation room the day of the event.
- b. To know how many people are utilizing the Interpretation room, you will need to ask a question on the registration form. You will then be able to see how many people are requesting the Interpretation room and look for ways to increase engagement.
- c. For example:

Preferred language/ Idioma preferido

English/ Inglés

Spanish/ Español

9. Day of the event - Introductions

- a. If the interpreter would like to give an introduction, wait to add them as an interpreter until after they are done with the introduction. Once added as an interpreter, they will only be able to be heard in the room they are assigned.

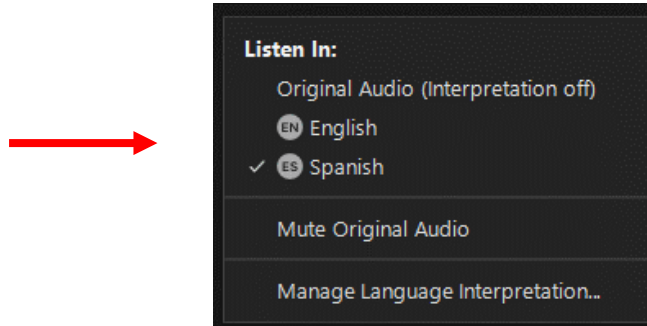
10. Day of the event - Recording English and Interpretation rooms

- a. In order to record in the room with interpretation, you need to have a designated person (staff or volunteer) in that room the ENTIRE time. The Interpretation Room recording **MUST** be started **BEFORE** the English room recording.
 - i. If the staff or volunteer who is doing the recording switches back and forth between the rooms, the recording will have both English and the Interpretation Language in it.

- b. One option is for the Interpretation Room to be a LOCAL Recording (Record on this computer) and the English room is a Cloud Recording (Record to the Cloud)

11. Interpretation Room Recording

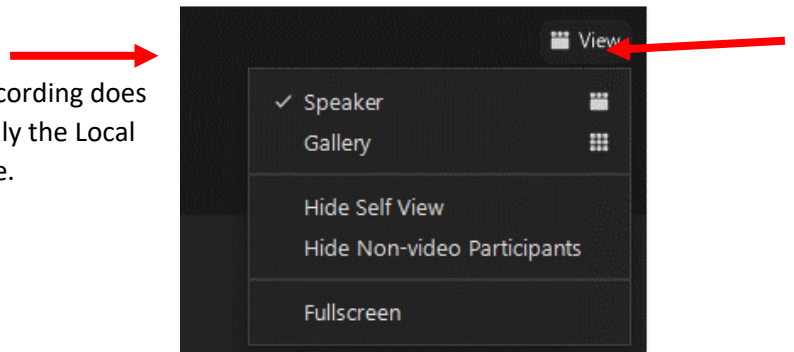
- a. Once in the Interpretation Room, Select the interpretation button and select “Mute original audio”. If this is not selected, the recording will include the English presentation in a lower volume and the interpreter voice speaking louder.



b. Select View – Speaker View

- i. For the best viewing experience of the Interpretation Room recording, select the **speaker view**. On the Local (On this Computer) recording option, you will not be able to select a speaker view after the recording is complete. If you do not select the Speaker view, you will have multiple boxes of attendees visible and this may block some of the content on the slides.

- ii. On Zoom, the Cloud recording does NOT have this issue, only the Local Recording has this issue.



12. Provide recordings for free after the event.

- a. Not all community members will be able to attend your live event.
- b. Remove this barrier to access the materials by sending out the recording to all registrants and making it accessible on a website after the event.