

Best Practices for Virtual Meetings with an On-Demand ASL Interpreter

Inform others an interpreter is joining

Give the rest of the participants a heads up when you're inviting an interpreter to the meeting, especially if you are **not** the host. If your meeting uses a waiting room, the host will need to know to admit the interpreter.

Communicate about the meeting duration

When the interpreter arrives, let them know how long the meeting is scheduled. With that information, they can determine if they have the availability to stay for the entire meeting or should transfer the meeting to another interpreter.

Share meeting overview with the interpreter

Remember that the interpreter is joining your call without any background information. If time permits, take a moment to share the meeting topic and some helpful information with your interpreter.

Multi-pin for the interpreter and Deaf participants

It's very helpful for the interpreter(s) and Deaf participants to multi-pin, especially when there's more than one Deaf attendee, so they can always see each other.

In Zoom, the host must allow it:

- Click Participants along the bottom of your Zoom window
- In the participant list, hover over the interpreter and each Deaf participant, click More, then Allow to Multi-pin

Spotlighting

In addition to the interpreter and Deaf users pinning each other, we recommend that the host spotlight the interpreter—especially in large meetings—so everyone can see them.

- Hover over the interpreter's video, then click to reveal a list of options
- Select "spotlight for everyone"

Wait for the interpreter

It's critical to allow the interpreter to finish signing/voicing one statement before the next person starts speaking/signing. This allows the interpreter to focus on getting the current message right as well as allowing for related questions.

Take Turns

Using the raised hand option (under reactions) is a simple way to indicate who has something to say next to avoid speaking or signing over each other.

Introduce yourself

When you start speaking, try to remember to identify yourself by name (especially if your camera is off) so the interpreter can indicate whose statements they're relaying.

Screen-sharing

When you're going to share your screen, let everyone know, then pause so the interpreter and Deaf participant(s) can adjust their view side-by-side to see each other and your shared screen. Ask them for a thumbs up before proceeding with the meeting.

Transferring the Call to a Different Interpreter

It's your call, and if you don't feel the interpreter is a good fit, you are welcome to request a handoff/transfer:

- Let the current interpreter know that you wish to transfer the call to someone else
- Tell the interpreter if you have a specific preference for their replacement (i.e. specific gender, Spanish speaker, etc.)
- The interpreter will initiate the transfer on their end for another interpreter to join before they leave

Breakout Rooms

If your meeting uses breakout rooms, be sure to put the interpreter in the same room as the Deaf participant(s). Users with Zoom app version 5.3.0 or later can self-select breakout rooms. The link below offers helpful screenshots and videos from Zoom on how to do that:

<https://www.uab.edu/elearning/news/technology-tips-updates/new-zoom-feature-self-select-breakout-rooms>