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How to Book and Use an Auslan Interpreter

Many Deaf community members use Auslan, the sign language of the Australian Deaf community.

It is the preferred language for most Deaf people who have been Deaf since early childhood.

If you are planning a large event with public speakers, it is good practice to make sure your event is accessible to the Deaf community.

You can do this by booking an Auslan interpreter.

If you are holding a smaller event or meeting which is open to the public, you can ask people if they have access requirements on the invitation.

Make sure you have an RSVP cut off time which gives you enough time to book an interpreter.

Booking an interpreter can depend on who is available, so the more notice you give the WA Deaf Society, the better.

If you know that you are holding a large event, it should be the first thing you do.



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Here are some important tips about booking and using interpreters –

- The way to book an interpreter is very easy – there is an online booking form at <http://www.wadeaf.org.au/slc/book-an-interpreter/>
- Unless a person needs one on one translating (for example, in a very small meeting or a one on one meeting that lasts for under two hours) you will need two interpreters – the WA Deaf Society will help advise you about this. Make sure you have a chair ready for the interpreters to sit at as they change over (every twenty minutes or so)
- Make your interpreters welcome and show them where the toilets, coffee etc is at your event. Introduce the person or people who require the interpreter service to the interpreter as soon as you can.
- Make sure that the interpreter is close enough to the speaker that the Deaf person does not have to constantly look from speaker to person. The interpreter should also be shown in any video recording of the speech.
- If videos in presentations are used, they should be captioned. You can caption videos in YouTube. There is a tutorial here. <https://www.youtube.com/watch?v=LCZ-cxfxzvK>
- An alternative to using an interpreter is to use live captioning, which can also be used for webinars and online content. Some



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people prefer to use transcripts – the words appear on a screen and can be saved as a record of the event. One organisation that offers transcription and captioning services is AI Media. You can find out more here. <http://www.ai-media.tv/>

- Make sure your speakers know to slow down their speech enough for the interpreters to keep up
- Some Deaf people may contact you using a TTY (teletypewriter) service. A TTY is a special type of phone that allows a user to type their side of the message and a small display screen where they can read what the other person has said to them.
- If the person who needs interpreting is Deaf-blind, they will need a different type of interpreter. The Deaf-blind person is the best person to tell you what they need. The Senses Foundation can offer additional advice. There is more information at <http://www.deafblind.org.au/interpreter-guidelines.asp>

Connect Groups: Telephone: (08) 9364 6909 Rural Freecall: 1800 195 575
Email: info@connectgroups.org.au
Web Site: www.connectgroups.org.au
Postal Address: PO Box 1209 Booragoon WA 6154
Street Address: 10 Almondbury Road Booragoon WA 6154

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People With disabilities WA:

1/37 Hampden Road, Nedlands WA 6009

Telephone (08) 9485 8900 Rural Freecall 1800 193 331

Email: info@pwdwa.org Web: www.pwdwa.org