



## Introductory Language Justice Guide:

A Resource for Emerging  
LJ Interpreters and Community





## Acknowledgments

This document was created by Rachel Mehl during the summer and fall of 2021, with the support of Li Sierra, and Adriana Pericchi, and additional editing support by Jenifer Gonzalez of the [Language Justice Program](#) at the Hudson Valley Farm Hub.

## Purpose of this Document:

This document is written for new interpreters, emerging out of lived experiences and movements for social justice, who are carrying this work forward and expanding its impact. It serves as a reference for communicating with clients, working with a partner interpreter, working with technology, the role of mentorship, and grounding language work in principles of justice. It is also a great resource for anyone interested in working with interpreters or new to hosting multilingual events.

## A note on formatting:

This resource is written with emerging interpreters in mind, though it is also a great resource for anyone interested in working with interpreters. Occasionally within this resource, information for interpreters to share with clients will be inside a text box to denote that this information is a template for modifying and sharing important information directly with clients. Throughout this resource we will be referencing English and Spanish as our language pair, though of course the practices outlined there can be applied for events that include other languages as well. Whenever we say “English” or “Spanish” please think of the languages that apply to you and your communities.

## Intro to Language Justice:

Language Justice is the right that we each have to communicate in the language(s) we feel most powerful; the language(s) that encompasses most of who we are. Language Justice brings an analysis of power and privilege to the practices of interpretation, translation and facilitation; it goes beyond access to include de-centering English as the dominant language in the U.S., and challenging western practices and ideologies as the dominant framework for what is valued. Language Justice seeks to create and sustain spaces where people can speak the language in which they dream, joke, cry, and hope, and where the intimacy of language as a part of who we are is valued and upheld. In the context of the U.S. English dominance contributes to perpetuating white supremacy; Language justice seeks to repair this harm and urges us to dismantle the dominance of colonial/dominant languages as a barrier to collective liberation.

What does interpreting with a Language Justice perspective look like in practice? Interpreters are language workers who transmit a spoken or signed message from one language to another. Interpreters play a crucial role in advancing Language Justice. They sustain multilingual spaces in which people who speak or sign multiple languages can strategize, share stories, laugh, grieve, and build knowledge together, and in which no language dominates over another. Language Justice takes the power to communicate across languages out of the hands of the corporate elite and puts it in the hands of communities working for justice.

Over the last 20 years in the United States (since the early 2000’s), the theory and practice of language justice have grown from a handful of language justice workers who made the road by walking - building language justice practices rooted in the soil of movements for immigrants rights and workers rights. The seed-sowing work of the [Highlander Center for Popular Education’s Multilingual Capacity Building Program](#) trained social justice interpreters who carried this work across the country. Today, language justice workers and social justice interpreters work in collectives, in cooperatives, and independently in cities and towns across the U.S. Public entities and large nonprofits have caught up with this work by prioritizing language work in their hiring and budgeting. Each year more spaces and places recognize a need for language justice work, and more new interpreters move up to serve the movements that this work continues to be rooted in.

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## **Acknowledgements**

# 1 Communicating with clients

*As an emerging interpreter, you may interpret for an event hosted by an organization with established language justice practices and multilingual staff who know how to successfully organize a multilingual space. The next day, you may interpret for an organization that has never before hosted a multilingual event, whose staff are not familiar with the role of interpretation in disrupting oppressive dynamics, or who don't know how to use the required technology. Communicating clearly and consistently with clients will help you and your interpretation team provide high-quality interpretation on the mic, educate your client about the role of language justice in their organization's work, and create an interpreted event that is more accessible and equitable for all participants. Clear communication with clients helps facilitate a relationship of mutual learning and respect.*

*Because every new client is different, asking questions will guide your communication and help you decide what information is most relevant to share and what information you most need to request from them.*

## **Some questions to keep in mind when communicating with a client:**

- *Has the client hosted a multilingual event previously? Has the client considered the role of language justice in their organization's work? What baseline information do you, as the interpreter, need to provide them with in order to work well together? What information do you need from them?*
- *Does the client have experience managing the logistics of a multilingual event? What logistical guidance does the client most need from you? For example: planning to provide multilingual tech support for participants experiencing technical difficulties; planning for presenters and speakers to present in all of the interpreted languages (not only English); planning for all written materials shared during the event to be translated. **(Note: it is not your role as the interpreter to DO these tasks, rather it can be helpful for you to point out to the client the importance of these tasks in creating a multilingual space, so that the client can plan.)***
- *For RSI (Remote Simultaneous Interpretation) events, does the client need support learning how to set up and use RSI? For in-person events, does the client need supporting borrowing or renting interpretation equipment?*

## **THIS SECTION INCLUDES:**

[Confirmation Email Template \(from interpretation team to client\)](#)

[Guide for Interpreters: Consultation for first-time language justice clients](#)

[Invoice Template](#)

## Confirmation Email Template (from interpretation team to client)

*You may choose to use this template to email clients to confirm key information for each event.*

Dear [Client Contact Name],

We are looking forward to working with you to support language justice in your work. This email is to confirm interpretation for the event you requested as follows:

DATE of EVENT:

START TIME to END TIME (include equipment set-up and breakdown, and tech check as applicable):

INTERPRETATION FEE: \$\$\$/hour per interpreter X 2 interpreters

This event will be in-person at SPECIFIC EVENT LOCATION

or

This event will be virtual and the event host will email the link to interpreters.

FOR FIRST-TIME RSI CLIENTS:

Since this is our first time working together with remote simultaneous interpretation, we would like to request a 30 minute complimentary language justice prep meeting with the event host(s), via Zoom. This is to get us on the same page around working together. (If you would like to request future additional language justice consultations specific to your organizational needs, we charge \$\$\$/hour after this complimentary session.) If you already have scheduled an event run-through with your team, we are happy to include this prep meeting in your run-through. If not, we can schedule a Zoom call at a time that works for all. Would DATE and TIME work for you?

FOR REPEAT RSI CLIENTS:

We're happy to work with you again to provide remote simultaneous interpretation. Just double-checking, will the host for this Zoom event be trained in how to activate and manage the interpretation feature?

FOR IN-PERSON CLIENTS:

The interpretation team will arrive 30 minutes prior to the event start time to site-test simultaneous interpretation equipment and distribute headsets to participants. If possible, please have a table and 2 chairs available for us to sort and distribute headsets. Also, please plan to allow the interpretation team 5 minutes at the beginning of the event BEFORE ANY INTRODUCTORY SPEAKER to instruct participants on accessing simultaneous interpretation and using the headsets.

SHARING MATERIALS WITH INTERPRETERS IN ADVANCE:

As a reminder, please share with us as soon as possible any written materials, speaking points, agendas, PowerPoint presentations, speaker bios, and/or videos that you will use during the event. This will allow us to best prepare for interpretation at your event.

Please email us with any questions, and we look forward to working with you at your event!

XXX

# Guide for Interpreters: Consultation for first-time Language Justice Clients

*When most workshops, meetings, and other events went virtual during the COVID pandemic, it became a best practice for interpreters to meet briefly with event organizers before a virtual event to go over some key tech issues for RSI (Remote Simultaneous Interpretation), particularly for clients who had never used Zoom's RSI function. This was a time of learning for interpreters and event organizers alike.*

## How to use this Consultation Guide:

- This guide includes many possible points of information you may share with clients before a remote or in-person event - too many to include in one short prep meeting! This guide is meant for you as the interpreter to review (not to share directly with client), so that you can choose the most important applicable points for each particular client and event and share the information in your own way. You may choose to communicate some information over email and some during a prep meeting.
- For first-time RSI clients, it is helpful to schedule a short (no more than 30 minutes) prep meeting with your client prior to the remote event to go over key points and avoid glitches during the event. For clients you've already worked with, this may not be necessary. For clients requesting language work with more complex logistics, such as streaming to YouTube or Facebook Live, or an event requiring relay interpretation, it may be necessary to schedule a longer or multiple prep meetings.
- For an in-person event, interpreters arrive at the event 30 minutes prior to start time to set up and distribute equipment. If working with a first-time in-person client, the interpreters may schedule a prep meeting prior to the event to check in with the hosts on the key points you identify.

## Language Justice Overview:

As the interpretation team, you may offer a short prep session to support clients in centering Language Justice (LJ) in the learning space the client will create in their event. While there is no fixed definition of LJ, many understand it to be about building and sustaining multilingual spaces so that everyone's voice can be heard. This includes challenging English language dominance.

## Types of Language Work:

**Translation** is the rendering of the written word from one language to another, which a client might request for resources they plan to share such as handouts, slides, text or video subtitles.

- If applicable, any fliers, social media posts, event registration form, instructions on how to join the event, PowerPoints, reports, etc should be translated into the languages represented by participants.
- Interpreters do not always do translation work and if you don't, you can give a referral for translation work.

**Interpretation** is the rendering of the spoken or signed word from one language to another. In the case of spoken languages there are 2 types of interpretation:

- **Consecutive interpretation** is interpretation done by the interpreter repeating the message from the speaker in the other language, in chunks (with pauses). It is the simplest and least tech-involved way of doing interpretation, but everything takes twice as long.
- **Simultaneous interpretation** is done in real-time using interpretation equipment, and the inter-

interpreters speak the message from the speaker in the other language with no pauses at the same time the speaker is speaking. Every participant who is not bilingual uses interpretation equipment or the Zoom feature to access interpretation. When the language spoken in the room is the participant's preferred language, the participant hears the original speaker. When a language other than the preferred language of the participant is spoken in the room, the participant hears the simultaneous interpretation.

- **Note on remote interpretation:** Both types of interpretation can be done remotely on Zoom or a similar platform. Consecutive interpretation is done in a regular Zoom meeting and requires no additional set-up. Remote Simultaneous Interpretation (RSI) is done using the Interpretation function in the Zoom platform and requires a Zoom Business or Education account.

### Working with Interpreters:

Interpreters work in pairs, generally switching every 20 minutes. As the interpretation team, you should ask clients to hire 2 interpreters for any event over 30 minutes.

### Rates for Interpreters in your area:

- Hourly “market” rates per interpreter for simultaneous interpretation in the U.S. may range from \$75 - \$100 (or more) per hour depending on the region, city, type of organization, and local precedent.
- When discussing rates with a client, it is important for you to know what other interpreters in your region are charging. Let's not undercut existing pricing. While offering solidarity rates to non-funded, under-funded, and/or movement organizations, it is helpful to share what a living wage rate for interpreting is in your region, so that organizations can begin to plan to finance language work at a rate that is sustainable to interpreters and other language workers.

### Client's Responsibility to Share Materials in Advance:

The interpretation team expects the client to share all relevant materials in advance so that as interpreters you can familiarize yourselves with the vocabulary and content of the event (this includes PowerPoints, quotes, videos, speakers bios, agendas, prepared remarks, acronyms, excerpts from documents, etc) - **Note:** Any text that will be shared or read aloud in the space should be translated ahead of time and is not included in interpretation work.

### Note on Written Materials:

***A truly multilingual event will have all written materials available in all of the languages spoken at the event.*** This includes pre-event materials such as promotional materials and registration pages, as well as materials shared at the event such as conference schedule of events, workshop handouts, speaker bios, PowerPoints, or any other written material shared with event participants.

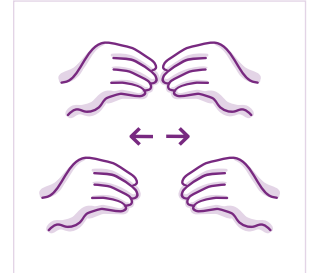
Translating event materials requires advance planning. If the client did not plan or did not have the capacity to translate all materials for this particular gig, a simple statement to participants that the client is working to build multilingual capacity can make a big difference!



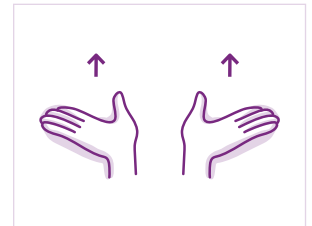
## Working together to create a bilingual space:

At the top of the event the interpreters will share a brief introduction to interpretation with all participants. Interpreters will ask all participants of the event to work together to create a bilingual space. These tips (written below as you, the interpreter, will share them with event participants) are helpful for the event host to hear ahead of time:

**SLOW DOWN** - speak at a moderate pace. Breathe. Pause briefly after questions and between speakers. If we notice that anyone speaking needs to slow down, we will make this hand signal. (With both hands touching in front of your chest, move hands away from each other while closing fingers to make a “slow down” gesture). If you see us making this hand signal, and the person speaking does not see us, please join us in making this hand signal until the person speaking sees it. (RSI only: We may also type the symbol <<>> or write “slow down” into the chat box to ensure everyone sees the request for the speaker to slow down).



**SPEAK UP** - speak nice and loud, so that interpreters can hear you over the sound of their own voice when interpreting. If we notice that anyone speaking needs to speak up, we will make this hand signal. (With both hands palms up in front of your chest, raise your hands upward to make a “speak up” gesture.) If you see us making this hand signal, and the person speaking does not see us, please join us in making this hand signal until the person speaking sees it. (RSI only: We may also type the symbol ^^ or write “speak up” into the chat box to ensure everyone sees the request for the speaker to speak up).



**SPEAK ONE PERSON AT A TIME** - interpreters should not be in the position of deciding which voice to privilege over another. Interpreters can only interpret one voice at a time.



**IDENTIFY YOURSELF** - in remote events, participants hearing interpretation might only hear the interpreter’s voice, so they might not notice when a new person speaks. When you speak, please briefly introduce your name.

**SHARE YOUR PRONOUN** - in remote events, participants can rename themselves to include their gender pronoun in parentheses after their name. In in-person events, please share your gender pronoun at least the first time you speak. English and Spanish are gendered languages and require the interpreter to know the speaker’s gender (for example, she/he/they).

## Remote Simultaneous Interpretation:

### Instructions for how to Create a Zoom Meeting with Interpretation

Clients must be prepared to enable and use the Zoom interpretation function as the meeting host. Zoom has detailed instructions [HERE](#)

Here are some additional tips that you as the interpreter may find helpful to review and share with your client as applicable:

1. The event hosts must have a Zoom Business or Education account with the language interpretation function. Only the Zoom event host (not the interpreters) can activate language interpretation and assign interpreters, and the host must be on a computer (not a smartphone or tablet).

2. There is no need for the event host to assign interpreters when scheduling the Zoom event. The event host may assign you as interpreters during tech check immediately before the event officially starts.
3. Once the Zoom meeting has started, during Tech Check before participants join, the host will click Interpretation in meeting controls. Then the host will add both Interpreters by typing your names and selecting Spanish and English (order doesn't matter), or the language being interpreted. The host will then click Start to begin the interpretation function for the meeting
4. Once interpreters are assigned and interpretation has started, interpreters cannot be heard on the "main floor" of the meeting by participants who have not selected an interpretation language. Rather, you will only be heard by participants who have selected a language channel. You, as the interpreters, must be sure to share any necessary information with the event hosts BEFORE the interpretation function is started!
5. If the event is a webinar, Interpreters must be made Panelists.
6. The host should never "Mute all participants" during the meeting, because this would also mute interpreters. A co-host could be tasked with individually muting participants who create background noise, so that audio is clear.

### Note about Interpreters using 2 devices:

Due to limitations in the Zoom interpretation feature, you and your partner interpreter may want to consider logging into the meeting using 2 devices each. Each interpreter may log in on one device as INTERPRETER Name, and this will be the device in which the client must assign you as Interpreter. You may also each log in on a second device (usually a smartphone) as MONITOR Name, this will be the device in which you are logged in as a 'regular participant' and from which you can hear/monitor the interpretation function. (Interpreters: refer to RSI: A Note for Interpreters on Working with 2 Devices for tips on working with two devices. The client only needs to know that each interpreter will be logged into the remote meeting from two different devices, and which device to assign as interpreter.)

### Instructions for Zoom participants to access language interpretation:

**Note:** Participants cannot access the interpretation function when dialing into the Zoom meeting. Interpretation is only accessible through a computer using the Zoom app or via the Zoom website, or in the Zoom app on a smartphone or tablet.

Participant instructions are at the bottom of the Zoom webpage [here](#). Note that you, as the interpretation team, will need time at the top of the event to instruct all participants in all languages on how to access the Zoom interpretation function.

### How can the event host / facilitator help ensure that the multilingual space they create is working optimally?

- Assign someone bilingual (not one of the interpreters) to be responsible for supporting participants who experience technical problems accessing the interpretation function.
- Build in 5 minutes at the beginning of the event (before ANY introduction or content that all participants must hear) to allow interpreters to instruct participants on using interpretation and for participants to begin using interpretation.
- Remind presenters (especially those who may be reading prepared remarks or reading from a PowerPoint) to speak at a moderate pace. Spanish typically uses more words to convey the same message as in English, and if interpreting from English into Spanish, interpreters may need more time to convey the complete message.
- Remind presenters to be aware of acronyms. If they use acronyms, they should do their best to

state the full name the acronym stands for, as well as a brief explanation of what the agency/organization/law is or does. This is important for interpretation and also helps speakers of the original language who may not be familiar with the acronym.

- Consider the meeting's use of the chat box. If the client has the organizational capacity and the chatbox will be used, they can assign someone bilingual (not one of the interpreters) to be responsible for translating chat questions, answers, and comments between languages. Moderators should always read aloud the chat question or comment that they are responding to so that it can be interpreted.
- Assign one of the Co-Hosts to monitor participants who become unmuted and create distracting background noise, and to Mute those participants immediately.

### Using Breakout Rooms:

The Zoom interpretation function does not work in Breakout Rooms. If the client needs one Breakout Room to be interpreted, they may choose to leave one small group in the Main Room where interpreters can continue to provide interpretation.

If the client wants to divide groups by language preference in Breakout Rooms, they may choose to have participants rename themselves at the beginning of the meeting to indicate their language preference in their name (for example: \*Name for Spanish preference, @Name for English preference, and #Name for bilingual participants who are fine with either language)

### In-Person Simultaneous Interpretation: Arranging the physical space:

To the extent possible, ask the event host to arrange the room so that interpreters will be able to view speakers, presentations, and screens without obstruction. When interpreting workshops, interpreters may need to be able to see the faces of all participants at different points and may need a clear path to be able to move around the room during the workshop.

### Testing the equipment:

Since interpretation devices use radio signals, interpreters must test equipment in the space where the event will take place. You may use the 30 minutes prior to the start time of an in-person event to be sure all transmitters and receivers have batteries and to test for clear reception in the space, and to set up and distribute equipment to participants as they enter the space.

#### ***And thanks to Catalina Nieto for this reminder:***

*"LANGUAGE IS NOT A BARRIER. To the contrary, when we have multiple languages in a space, we have multiple cosmovisions, and multiple ways of understanding the world. We have the opportunity to expand and deepen our perspective, our imaginations, and the possible strategies, tactics, and visions for what is possible."*

# Invoice Template

Invoicing each client with a consistent template keeps you organized. It is helpful to have a simple system to track when invoices have been sent and paid. The template below is one example of an invoice to send directly to your clients. Many interpreters also use free online invoicing systems such as [waveapps.com](http://waveapps.com).

INVOICE

Your full name

Your mailing address

Your phone number

Your email

CLIENT NAME

Client contact name

Client contact email

Client mailing address

Client phone number

Invoice Number: (Ex: 2021001)

Invoice Date:

Payment Due Date:

SIMULTANEOUS INTERPRETATION SERVICES PROVIDED	QUANTITY	PRICE	AMOUNT
Event Name, Date, Start and End Times	# of Hours	Price per hour	Total \$\$

\*you may choose to include additional information on how clients can process your payments here\*



# 2 Communicating with your interpretation team and working with a partner

*Simultaneous interpreters almost never work alone. With the rare exception of a bilingual event less than 30 minutes long, simultaneous interpreters work in pairs. For events such as conferences and longer workshops with interpreted breakout rooms, you will work with a team of 3 or more interpreters. For multilingual conferences using relay interpretation or with multiple concurrent workshop options, you may find yourself working in a team of a dozen or more interpreters. Clear, concise communication with your partner and interpretation team (before, during, and after the event) will enable you to provide high quality interpretation on-the-mic and build a relationship with your client to support them in their language justice work.*

*Each interpreter will have their own preferences about how to hand off the mic, what you need from your partner while you're on the mic, etc. Taking a moment to clarify and confirm a few key points with your partner or interpretation team will allow you to focus on quality interpretation when you're on the mic. Here are some examples of key points to talk about with your partner or team:*

- *How you will communicate with the client*
- *How you will prepare for the event*
- *How you will set up, test, distribute, and collect equipment for in-person events*
- *How you will present the Interpreters Spiel to event participants*
- *How long each interpreter be on the mic*
- *How you will manage the hand-off*
- *How you will support each other when off-mic*
- *How you will follow up with the client after the event*

## THIS SECTION INCLUDES:

[The Role of the Interpreter - on and off the mic](#)

[The Hand-off](#)

## The Role of the Interpreter - on and off the mic

When you think of simultaneous interpreting, you may think of being on the mic, with your brain 100% focused on listening to the original message, simultaneously transmitting it in the other language, making quick decisions, and recovering immediately from any omissions or errors while you're "in the hot seat". But before the event begins, and during the event when you're off mic, you have important work to do as an interpreter.

### Before the event, communicate with your partner or team:

1. Who will manage communication with the client? Will each interpreter communicate directly with the client and cc your partner or all interpreters on the team? Will you designate one of you to be the point of contact with the client? For larger events with an interpretation team, is one of the interpreters also the interpretation team coordinator who will manage all communication with the client?
2. For larger events with an interpretation team, who will decide and schedule interpreters to workshops? How will each interpreter know your schedule?
3. Will each of you invoice the client directly? For larger events with an interpretation team, will each interpreter send their invoice to the interpretation team coordinator first? What are the total hours and amount for invoicing for each interpreter?
4. How does each of you prefer to prepare with the written materials shared in advance? Will you co-create or share a vocabulary list with each other?
5. How will you and your partner give the Interpreters Spiel? (See [How to Give the Interpreters Spiel](#) for remote and in-person options)

### Immediately before the event, communicate with your partner

1. How many minutes will each interpreter take a turn on the mic? (It is recommended to choose 15 or 20 minutes)
2. For RSI, how will you communicate with your partner during the event? (i.e. text, WhatsApp, Signal)
3. How will you hand off the mic? (See [The Hand-Off](#) for remote and in-person options)
4. What, if anything, does your partner need from you when you are off-mic? What, if anything, do you need from your partner when your partner is off-mic? (i.e. pulling up or sharing written materials the presenter is referring to in the moment, help with tricky vocabulary the presenter uses in the moment, or simply listening on the monitor device to be sure interpretation audio is clear)

### After the event, communicate with your partner:

1. For the sake of transparency and equity, you may wish to communicate with your partner your total invoice amount. Both partners should invoice for the same amount unless there is a specific reason otherwise. For larger events with an interpretation team, each interpreter may work a different number of hours. For the sake of transparency and equitability, the team may wish to share the number of hours worked and amount invoiced by each interpreter.

## The Hand-Off

Simultaneous interpreters work in pairs, taking turns of 15-20 minutes each on the mic. Simultaneous interpretation is mentally taxing and requires a rest after no more than 20 minutes to ensure continued quality of interpretation. Studies have shown that after 20 minutes on the mic, accuracy of interpretation decreases dramatically even when the interpreter does not realize accuracy is decreasing. One important job of the off-mic interpreter is to time the on-mic interpreter's turn on the mic, inform the on-mic interpreter when their time is almost up, and be ready to seamlessly switch to your turn on-mic. Many interpreters choose to take turns of 15 minutes on the mic, and aim to switch when there is a natural pause in the event, such as between two speakers.

### Example: In-Person Hand-Off

- When your partner starts their turn, set your silent timer for 15 minutes.
- When your partner's turn on-mic is over, silently walk over to your partner and put yourself in their line of vision, to indicate it is time to do the hand-off. You may need to gently place your hand on your partner's arm if they do not notice you.
- First, take the transmitter from your partner (while they continue to interpret) and attach it to you, ensuring no cords are tangled.
- Your partner removes the mic while continuing to interpret.
- Now, at a natural pause in the event (such as between speakers or between the speaker's sentences or thoughts), take the mic from your partner and begin to interpret, at another natural pause place the mic around your neck.
- As soon as you begin interpreting your turn has begun and your partner sets their silent timer for 15 minutes!

### Example: RSI Hand-Off

- When your partner starts their turn, set your silent timer for 15 minutes. (Be sure when you are off-mic that your Interpreter Device is muted and turn up the volume on your Monitor Device so that you can hear interpretation).
- When your partner has one more minute on the mic, text your partner (using the platform you've agreed on - for example, WhatsApp) "1 MINUTE". Lower the volume on your Monitor Device now so that it won't be heard in the background when you begin to interpret.
- When your partner's turn on-mic is over, text your partner "READY WHEN YOU ARE". Watch closely for your partner's response text so you can immediately do the hand-off when they confirm.
- When your partner texts you "SWITCH" at the next natural pause in the event (such as between speakers or between the speaker's sentences or thoughts), your partner will mute their Interpreter Device and you will immediately unmute your Interpreter Device and begin interpreting.
- Now you start your turn and your partner sets their silent timer for 15 minutes!

Each interpreter has their own preferred routine and language to communicate the hand-off. The above are just examples. Before each event, confirm with your partner what will work best for you both. Remember, the hand-off should take only a couple minutes total.

# 3 Working with Technology

*Whether doing RSI (Remote Simultaneous Interpretation) on Zoom or another internet platform, or doing in-person simultaneous interpretation using a transmitter and receivers, a key part of simultaneous interpretation is familiarity with the required technology. When the COVID-19 pandemic pushed in-person simultaneous interpretation into a virtual setting in March 2020, organizers and interpreters scrambled to create multilingual spaces grounded in language justice in this new on-line setting. Zoom was, and continues to be, the primary platform for meetings using RSI, although other platforms are also used. Zoom's RSI function has several design flaws, and interpreters quickly developed "work-arounds" to provide the highest quality interpretation possible. Interpreters and language workers have also organized to improve the design of Zoom's RSI feature, which will likely continue to improve.*

*It is helpful to spend time well before you interpret your first remote event to familiarize yourself with the RSI feature on Zoom. Practicing starting the interpretation function and assigning interpreters as the Zoom meeting host will provide you with knowledge to support your client to do so for their event. Practicing accessing the interpretation function as a participant (from a computer, a smart phone, and dialing in) will provide you with knowledge to support participants during the event and to share with the client's tech support person. And finally, practicing giving the Interpreters' Spiel and "handing off" the virtual mic with your partner will help ensure these crucial tasks are executed smoothly when you're live on the virtual mic.*

*Similarly with in-person events, it is helpful to spend time familiarizing yourself with the specific equipment being used before the event. This will prepare you to fix technical glitches with your transmitter if they arise, and to help participants experiencing technical difficulties with their receivers.*

*Remember that, whether in-person or remote, technical glitches and snafus happen to all interpreters and event hosts! It is also helpful to practice how you, as the interpreter, will gracefully "recover" when such glitches inevitably happen.*

## THIS SECTION INCLUDES:

[RSI: a note on working with 2 devices](#)

[Tech Check Tips and Reminders \(for the day of the event\)](#)

[In-Person Events: Working with interpretation equipment](#)



## RSI: A Note on working with 2 devices:

[These instructions were drafted assuming that the remote event will be held on zoom using a “meeting” format, and do not account for zoom updates made in 2022, which allow interpreters to listen to each other, though they still do not allow interpreters to speak into the “main room.”] Due to limitations in the Zoom interpretation feature, you and your partner interpreter will both be logged into the meeting using 2 devices each. Each interpreter will log in on one device as “INTERPRETER Your Name”, and this will be the device in which the client must assign you as Interpreter. You will each log in on a second device (usually a smartphone) as “MONITOR Your Name”, and this will be the device in which you are logged in as a ‘regular participant’ and from which you can hear/monitor the interpretation function.

### Tips on using 2 devices:

- Wear headphones on both of your devices to optimize sound quality and prevent interference or feedback. Some interpreters choose to not use headphones on the MONITOR device, this may result in momentary feedback if the volumes are not adjusted properly
- Change your name on your INTERPRETER device to “INTERPRETER <<your name>>” and instruct the client to assign this device as Interpreter. Change your name on your MONITOR device to “MONITOR <<your name>>” and let your client know you will be using this device to be able to hear the interpretation when your partner is on mic.
- It is helpful to practice logging into a Zoom meeting using two devices **before** an event to avoid any glitches. For example, your MONITOR device almost always remains muted. While on the mic interpreting, your INTERPRETER device is unmuted and your MONITOR device must have the volume down to prevent feedback or participants hearing your voice echoing in the background. While off mic and listening to your partner interpreter, your INTERPRETER device must be muted and your MONITOR device headphones on (so that you can hear your partner’s interpretation, alert them if there are any technical issues, and hear them to facilitate a smooth handoff). **It takes some practice to streamline working with two devices!**
- Plan for the technical logistics of giving the Interpreters Spiel remotely. Remember that once you are assigned as an Interpreter, your INTERPRETER device can only be heard by participants listening to the interpretation language channel you are on. Many interpreters give the spiel on their MONITOR devices (with their INTERPRETER device muted and volume down) so that their voice can be heard “on the floor” by all participants. Practice what works best for you and what you need from your client to facilitate a smooth Interpreters Spiel.

## Tech Check Tips and Reminders (the day of the event)

It's the day of a RSI (Remote Simultaneous Interpretation) event on Zoom or a similar platform. Your interpretation team logs into the Zoom meeting 15-30 minutes before the event start time with the event host. During this time, check that the interpretation function is working correctly and that all interpreters can be heard by participants in both/all language channels. Review and share this list of tips and reminders with your event host during this time to avoid mishaps during the meeting:

### Before the event, communicate with your partner or team:

1. Only the meeting host can assign interpreters to the interpretation function and start and end interpretation.
2. Due to limitations in the Zoom interpretation function, interpreters will sign into the Zoom event on two separate devices: on a primary device (usually a computer) as an assigned interpreter, and on a secondary device (usually a smartphone) as a participant, through which they can hear the interpretation. Be sure your client assigns you as INTERPRETER on the correct device.
3. When the interpretation function has started, the interpreters' primary devices can be heard on either the Spanish and English interpretation channels, but cannot be heard by participants on the "main floor" (i.e. by participants who have not selected a language in the interpretation function).
4. Remind speakers and presenters that they should have already shared all prepared notes, videos, powerpoints, etc with interpreters via email, although they may share any last-minute files via email with you now.
5. Confirm that the host organization has assigned a bilingual person as tech support to help participants experiencing problems with the interpretation function - if available.
6. The zoom interpretation feature only works in the main room and not in any of the breakout rooms. If the event plans to use breakout rooms, confirm that the host has a plan to have the rooms be assigned according to language and/or to have only the small group left in the main room use the interpretation function.
7. Remind all event presenters and moderators to speak at a moderate pace and to explain any acronyms used.
8. Confirm that the event host will provide 5 minutes to the interpreters at the top of the event to give the "Interpreters Spiel" to participants.

## **In-Person Events: Working with Interpretation Equipment**

Simultaneous interpreters work in pairs, taking turns of 15-20 minutes each on the mic. Simultaneous interpretation is mentally taxing and requires a rest after no more than 20 minutes to ensure continued quality of interpretation. Studies have shown that after 20 minutes on the mic, accuracy of interpretation decreases dramatically even when the interpreter does not realize accuracy is decreasing. One important job of the off-mic interpreter is to time the on-mic interpreter's turn on the mic, inform the on-mic interpreter when their time is almost up, and be ready to seamlessly switch to your turn on-mic. Many interpreters choose to take turns of 15 minutes on the mic, and aim to switch when there is a natural pause in the event, such as between two speakers.

### **Setting up the equipment:**

Before distributing interpretation equipment, check each receiver and transmitter to be sure each one has sufficient battery for the event. Check to be sure you have extra batteries for transmitters and receivers in case you need to replace any batteries midway through the event.

Check the sound quality of the equipment in the space before the event. Be sure the transmitters and receivers are on the correct channel and that the audio quality is good in the space. Check to make sure there are no areas in the room with bad audio quality or static interference by walking around the space as you work with a partner to test the equipment.

### **Distributing the equipment:**

You and your interpretation team will set up a table near the entrance to the space clearly labeled "Interpretation" (in both/all languages that will be present/interpreted). As participants enter the space, you will inform each participant that anyone who does not speak (or sign) both/all languages used during the event will need interpretation equipment. You will use a sign up sheet and record each participant's full name and phone number next to the number of the equipment they are using. You will remind each participant to return the equipment before leaving the room, and let them know that if they accidentally leave with the equipment, you will call them!

### **Instructing participants on how to use the equipment:**

As participants sign out the interpretation equipment, show them how to turn the equipment on and off and how to turn the volume up and down. Due to English dominance, it is fairly common for monolingual English-speakers to not realize they need interpretation equipment. A good tip for all users of the equipment is to keep their headphones on, and simply turn the volume down when someone is speaking their preferred language, so that they can quickly turn the volume up when someone begins to speak in their non-preferred language without missing important content or interrupting a speaker. It may also be the case that interpreters might be using different channels for each of the languages present, when this is the case it is also a good practice for participants to keep their headphones on since the language that will come through the receiver will always be the relevant language to them in the space.

# 4 Mentorship: Supporting Emerging Interpreters

*As Language Justice collectives and groups have established themselves in the US, and as some organizations have budgeted to include Language Justice as a core part of their work, they have created systems and structures to train up and mentor new interpreters with a framework in Language Justice. Mentorship provides a structure in which emerging interpreters can shadow experienced interpreters, ask questions and share concerns, practice in low-pressure environments, receive compensation for their language skills and labor, and contribute to and be supported by a community of language workers. Mentorship provides experienced interpreters an opportunity to strengthen leadership skills and build community, and mentorship can prevent burnout or stagnation by encouraging a 'beginners' mind' and continued learning.*

*A structured Language Justice mentorship program strengthens movement organizations by building capacity and infrastructure to connect with and organize speakers of many languages. Many unions, workers centers, and movement nonprofits need experienced interpreters and translators trained in the organization's social justice principles and theory of change. By training up their own interpreters, organizations build up their hiring base from within the communities where they work or organize. By including social justice curriculum as a foundational part of Language Justice mentorship programs, organizations engage in political education and base building. A Language Justice mentorship program that is thoughtfully created to serve a central and interconnected purpose within the organization's work strengthens the organization and benefits emerging interpreters in these mutually beneficial ways.*

## THIS SECTION INCLUDES:

[Language Justice Mentorship: Principles](#)

[Documentation and Record-Keeping: Tracking interpreter practice hours](#)



## Language Justice Mentorship: Principles

Each group, collective, or organization will structure your Language Justice mentorship program differently based on your needs, the languages you work with or seek to work with, and your capacity. Below are some basic principles of a Language Justice mentorship program for movement organization and groups.

1. **Political Education / Language Justice Curriculum:** Incorporating a curriculum rooted in your organization's work, theory of change, and the history of the issues you work with will deepen the mentees' learning by contextualizing the language work within analysis of systems of oppression, liberation, and the historical arc of justice.
2. **Community Building / Relationships:** Integrate the language justice mentorship program into the core work and mission of your organization. Provide structured moments for mentees to build community and relationships with each other, with experienced interpreters, organizational staff, and community members.
3. **Low-Stakes and increasing-stakes opportunities to be on-mic:** Scaffold emerging interpreters by starting with low-stakes opportunities to practice simultaneous interpreting and building stamina and confidence toward more high-stakes interpreting opportunities.
4. **Compensation:** Many emerging interpreters have previously done language work in informal or unpaid contexts, and many organizations expect bilingual staff to play the role of interpreter with no additional training or compensation. Valuing language work and language workers means budgeting for it. New interpreters in a mentorship program deserve to be financially compensated at a living wage for their hours worked.\*
5. **Experienced interpreters:** Be sure you have a cadre of experienced interpreters with experience and commitment to language justice to serve as mentors. Mentor interpreters do the work of interpreting and the work of supporting emerging interpreters.
6. **Documentation and Administration:** Budget and plan for staff person(s) to administer the mentorship program. Orientations, check-ins, evaluations, scheduled and documented practice events, educational workshops, and any other component of your organization's mentorship program require devoted staff time and organizational capacity and planning.

*\* Note: Within a structured Language Justice mentorship program, mentee interpreters should be compensated for all of their mentorship time and training. However, many interpreters also work freelance. So, it would be helpful for an interpreter mentorship program to also support new interpreters in learning about invoicing and how to be properly compensated as freelancers in the future.*

## Documentation and Record-Keeping: Tracking interpreter practice hours

Interpreters keep track of hours worked for every event. In a Language Justice mentorship program, it is helpful to have a clear system used by all mentor and mentee interpreters to track hours worked on and off mic. Before each event, mentor and mentee interpreters should be sure to agree upon how they will work together for the specific event.

For easy documentation, mentee interpreters can complete a Google Form for each event they interpret. Here is an example of a template a mentorship program may choose to use or modify to fit your group's needs:

### Language Justice Mentorship Tracking Google Form

#### **Basic details to confirm within the mentorship interpretation team and track for each event:**

Event Title:

Event Date:

Remote Meeting Link or In-Person Address:

Tech Check / Set Up Time:

Event Time: (start and end time)

Interpretation Debrief Time: (right after event for 15 minutes, interpretation team only)

Who is the Interpretation Mentorship Team for this event:

Mentor Interpreter #1 Name and Phone Number:

Mentor Interpreter #2 (if any) Name and Phone Number:

Mentee Interpreter #1 Name and Phone Number:

Mentee Interpreter #2 (if any) Name and Phone Number:

Links to materials shared by event organizers:

*Which Mentee Level is the Interpretation Mentorship Team using today:*

*Note: These levels are ideas. Use a clear and consistent system that works for your group!*

Level 1 Mentee: Mentee interprets to no one, populates glossary, and/or interprets for only one turn on the mic for any amount of time (1-15 minutes total for event)

Level 2 Mentee: Mentee interprets on the mic for two or more 5-15 minute turns during the event. Continues to populate glossary and interpret to no one when not on-mic.

Level 3: Mentee graduates to Interpreter! There is only one Mentor interpreter on the gig. Only the Mentor and the Mentee who are now working in equal turns on the mic, with support provided by Mentor as needed, but expectation that Mentee is confident on the mic for long enough to give Mentor an adequate rest between turns. Turn on the mic can be 5-15 minutes long per turn.

*Debriefing the event:*

- |                                     |                      |
|-------------------------------------|----------------------|
| - What was challenging?             | - Questions & Doubts |
| - What was helpful? What went well? | - Next moves         |

# 5 Grounding Interpretation in Language Justice

*Language Justice includes the belief that we all have the right to express ourselves and be understood in the language(s) we choose. It is the understanding that our languages are ways of knowing, and that by dialoguing across languages we can co-create new ways of knowing that uphold our dreams, our experiences, our struggles, and our communities. When we communicate across languages with a grounding in language justice, we weave together ways of knowing that are so much more resilient, informative, and nourishing than the ways of knowing produced by English-dominance and white supremacist culture.*

*This is the difference between Language Justice and interpretation without a Language Justice grounding, as it has typically been structured in corporate settings and public service provision in the United States. In both cases, interpreters provide high-quality professional interpretation between two or more languages. In both cases, interpreters play an important role as a point of access between speakers of different languages. However, regardless of the politics or desires of the individual interpreter, the structure of interpretation in corporate and public service provision in the U.S. has largely been one of access only, with English firmly in the center. This structure reinforces (subtly or not) the harmful narrative of a “deficient” non-English speaker “in need” of extra support in order to access services or information. It ignores the knowledge and experience of speakers of languages other than English. It fails to recognize that English dominance and white supremacist culture are the primary barriers to communication and learning.*

*Language Justice, on the other hand, goes beyond access and de-centers English as the dominant language. Language Justice refuses to validate the false notion that the knowledge of English-speaking, white, or highly-paid folks is superior. By working to facilitate communication across languages without privileging English as the dominant language, Language Justice seeks to redistribute the labor of communication and access, and prepare the soil for communication rooted in respect, humility, and appreciation of multiple ways of knowing. We see, then, how Language Justice is an important tool in our collective struggle to abolish and heal from white supremacist culture.*

*How do language workers, organizers, and interpreters keep Language Justice at the forefront of our planning, decision-making, and labor? Many organizations, collectives, and groups in the U.S. are bringing a Language Justice framework directly into the core work of organizing around racial justice, climate change, workers’ rights, anti-violence against women work, and more. And language workers are also bringing tools learned in these struggles to their Language work. Although Language Justice work may sometimes at first glance look “the same” as interpretation for language access, the intention of Language Justice is to use interpretation (and translation) and the tools we have as language workers to dismantle oppressive ways of communicating and to practice new ways of communicating across language so that we can work collectively toward building a better world. (For an excellent explanation of the history and vision of language justice organizing in the US, please see Allison Corbett’s November 2021 article, [“How movements are staying multilingual amid the pandemic’s shifting conditions”](#)).*

## Some ways Language Justice is put into practice:

1. *Organizations include (and budget for) interpretation and translation for every event from initial planning stages to post-event evaluation. Interpretation is no longer an afterthought, it is a core pillar of the event.*
2. *English-dominant event organizers understand that interpretation is not about accessibility for non-English speakers. Interpretation is about creating a space in which any person who doesn't use one of the interpreted languages can express themselves and fully listen to others with no language dominating over another. This creates a new kind of relationship and learning.*
3. *Events are planned so that speakers, original content, poetry, music, and more are given in languages other than English. English ceases to be the default dominant language in multilingual spaces.*
4. *Interpreters share the Interpreters Spiel at the beginning of every interpreted event. In addition to sharing clear instructions for all participants to access interpretation in the same way, the Interpreters Spiel explicitly grounds the event in the principles of Language Justice.*

### THIS SECTION INCLUDES:

[How to give the Interpreters Spiel](#)

[Sample Interpreters Spiel \(Virtual event, Spanish\)](#)

[Sample Interpreters Spiel \(Virtual event, English\)](#)

[Sample Interpreters Spiel \(In-Person event, Spanish\)](#)

[Sample Interpreters Spiel \(In-Person event, English\)](#)

[Some Language Justice and Interpreting Collectives in the US](#)



## How to give the Interpreters Spiel

You and your interpretation team should give some version of the Interpreters Spiel at the beginning of every interpreted event. This ensures that the event hosts, presenters, and all participants receive the same instructions to access interpretation and begin to share an understanding of why we work for language justice in movement spaces. For events in which some participants have never used interpretation, you may choose a longer and more detailed version. For events in which all participants are experienced with the interpretation method being used and with the principles of language justice, a brief reminder is enough.

### The Interpreters Spiel contains two distinct parts:

1. The Language Justice Announcement, which grounds the event in the values of language justice.
2. The Interpretation Instructions, which give clear directions for participants to access interpretation.

Virtual and in-person events each have a couple of logistical options for you and your interpretation team to convey the Language Justice Announcement and the Interpretation Instructions (referred to together as the Interpreters Spiel).

### How to give the Interpreters Spiel in-person:

1. Two interpreters go to the front of the room. Interpreter 1 gives the entire spiel (Language Justice Announcement and Interpretation Instructions) in the less-dominant language, and the second interpreter interprets consecutively into English. Then, after participants have turned on the interpretation equipment, Interpreter 2 begins to interpret simultaneously on the mic. The interpreter at the front of the room tests speaking in both languages and participants check to be sure they can hear the interpretation.

**OR**

2. One or two interpreters go to the front of the room. Interpreter 1 gives the Interpretation Instructions in the less-dominant language, and interprets consecutively for themselves into English / or the second interpreter interprets consecutively into English. Then, after participants have turned on the interpretation equipment and the interpreters have confirmed all participants are accessing interpretation, Interpreter 1 gives the Announcement on Language Justice in the less-dominant language, while Interpreter 2 begins simultaneous interpretation into English.

### How to give the Interpreters Spiel virtually:

1. Interpreter 1 gives the entire spiel (Language Justice Announcement and Interpretation Instructions) from their MONITOR device\*, interpreting themselves consecutively to say everything in both languages with the less-dominant language first. Then, after participants have chosen their respective language channels using the remote interpretation function, Interpreter 2 begins to interpret simultaneously. Interpreter 1, speaking from their MONITOR device, tests speaking in both languages and the participants check to be sure they can hear the interpretation.

**OR**

2. Interpreter 1 gives the Interpretation Instructions from their MONITOR device, interpreting themselves consecutively to say everything in both languages with the less-dominant language first. Then, after participants have chosen their respective language channels using the remote interpretation function, Interpreter 1 shares the Language Justice Announcement in the less-dominant language while Interpreter 2 interprets simultaneously into English.

At an event where participants are familiar with simultaneous interpretation and may turn on the function before hearing instructions, it can be helpful to have Interpreter 2 begin simultaneous interpretation immediately. While it may seem strange for Interpreter 1 to interpret themselves consecutively at the same time as Interpreter 2 is interpreting them simultaneously, it is only for a few minutes, and this will ensure that participants who turn on the interpretation function will immediately hear simultaneous interpretation and know that they are ready, while participants who need to hear the instructions consecutively before turning on the function can do so.

**A note on de-centering English:** In order to de-center English as the dominant language, interpreters should prioritize speaking the less-dominant language first for the entire Interpreters Spiel - both the Language Justice Announcement and the Interpretation Instructions. Similarly, interpreters can encourage bilingual presenters and event moderators to speak the less dominant language as often as they feel comfortable doing so throughout the event. Scheduling speakers to present in the less-dominant language will also help de-center English. Interpreters may strategize with event organizers prior to the event on how to shift from a narrative of providing non-English speakers access to an English-language event to a narrative of creating a multilingual space where we continually seek to decrease English language dominance.

*\* The interpreter giving the spiel from the MONITOR device must be sure to mute themselves and turn down the volume on the INTERPRETER device while giving the spiel - this avoids feedback, distortion, or accidentally speaking into the interpreter mic. Another option is to ask the host to assign only one interpreter to begin the meeting. The non-assigned interpreter can give the spiel to the floor from their primary device while the assigned interpreter begins interpreting. The host must immediately assign the other interpreter right after the spiel is over. This option requires more tech-savviness from the host, but the benefit is that it does not require the interpreter to quickly mute/unmute and turn up and down volume to switch between two devices.*

## Sample Interpreters Spiel (Virtual event, Spanish)

### Instrucciones para la interpretación:

Este evento se va a interpretar simultáneamente usando la función de interpretación simultánea en Zoom. Ahora vamos a dar instrucciones para usar esta función de interpretación. Si eres bilingüe, y te sientes cómodo escuchando en inglés y en español, no tienes que seleccionar la función de interpretación en Zoom, ya que puedes escuchar a las personas directamente en los dos idiomas. Si sólo entiendes o prefieres escuchar en español, vas a escoger la función de interpretación para que cuando alguien hable en español, le escuches directamente y cuando alguien hable en inglés, escuches a la interpretación al español en Zoom.

La función de interpretación en Zoom ya está activada y debes de ver un icono de un globo en la parte inferior de tu pantalla.

De tu computadora, haz clic en este icono y elige tu idioma preferido de la lista de idiomas. De tu teléfono inteligente o tablet, haz clic en los tres puntitos que dicen “más”, y luego haz clic en “interpretación de idioma”, elige tu idioma preferido, y asegúrate de hacer clic en “done” o “finalizado”.

Mi compa (otre intérprete) está ya interpretando así que cuando yo hable en inglés en un momento, debes de escuchar la interpretación al español. Si no escuchas la interpretación al español, por favor di algo o escribe algo en el chat para que te ayudemos.

### Declaración sobre la justicia de lenguaje:

Este evento se va a interpretar simultáneamente entre inglés y español. La justicia de lenguaje incluye el derecho que todes tenemos de usar el idioma en el cual nos sentimos cómodo, de entender y de ser entendido, y que ningún idioma domine sobre otro. Hoy tenemos la capacidad de interpretar entre inglés y español, y reconocemos que quizás hay personas aquí que usen otros idiomas. También queremos reconocer los idiomas de las personas indígenas de estas tierras.\*

Algunas personas van a presentar en español, y otras en inglés, así que si no entiendes los dos idiomas, tendrás que usar la función de interpretación. También, puedes hacer preguntas o comentarios en español o en inglés en cualquier momento, y se va a interpretar.

### Cómo creamos un espacio multilingüe juntos:

Para crear un espacio bilingüe aquí hoy, todes tenemos que trabajar colectivamente. Unos recuerdos:

- a. Por favor habla a un ritmo moderado. Si hablas muy rápido, no hay tiempo para interpretar completamente y correctamente. Si estás hablando muy rápido, quizás nos veas haciendo esta señal. (Empieza con las manos tocándose en frente de tu pecho, luego separa las manos una a cada lado mientras las cierra en un gesto de “despacio”). Si hacemos esta señal, todas las personas presentes nos pueden ayudar haciéndola también para que la persona hablando vea y hable más lento.
- b. Por favor habla fuerte. Si hablas muy bajito, no te escuchamos y no podemos interpretar. Si estás hablando muy bajito, quizás nos veas haciendo esta señal. (Con ambas manos enfrente del pecho, palmas hacia arriba, sube ambas manos para hacer un gesto de “más fuerte”). Si hacemos esta señal, todas las personas presentes nos pueden ayudar haciéndola también para que la persona hablando vea y hable más fuerte.
- c. Por favor, que solo una persona hable a la vez, para que le intérprete no esté decidiendo cual voz va a privilegiar con la interpretación.

- d.** Por favor, mantente en “silencio” en Zoom cuando no estás hablando, ya que el ruido del trasfondo nos hace difícil de escuchar y entender.
- e.** Si estás respondiendo a algo escrito en el chat, por favor léelo en voz alta para que esté interpretado.
- f.** Sugerimos que la primera vez que hables, compartas tu nombre y tu pronombre (el/ella/elle/etc). Porque les participantes escuchando a le interprete no van a escuchar que cambia la voz, esto nos ayuda a todes saber quién está hablando.

### **Sobre el lenguaje neutral de género en español:**

Para las personas escuchando en español, van a notar que estamos intentando usar la terminación de palabras con “e” en vez de “o” o “a”. Por ejemplo, cuando dijimos que se siente “cómode” en vez de “cómodo”. Esto no es un error de pronunciación, sino que un esfuerzo intencional de crear un espacio incluyente y no asumir la identidad de género de las personas que hablan.

\* El sitio web [native-land.ca](https://native-land.ca) es un recurso para verificar en cuya tierra tú estás.

## Sample Interpreters Spiel (Virtual event, English)

### Interpretation Instructions:

This event will be simultaneously interpreted using the Zoom interpretation function. Now we'll give instructions on how to use this interpretation function. If you are bilingual, and you feel comfortable listening in both English and Spanish, you don't need to choose the interpretation function in Zoom, because you can listen directly to speakers in both languages. If you only understand or you prefer to listen in English, you will choose the interpretation function, so that when someone speaks in English, you listen to them directly and when someone speaks in Spanish, you hear the interpretation into English on Zoom.

The Zoom interpretation function is already activated and you should see an icon of a globe in the bottom of your computer screen.

On your computer, click this globe icon and choose your preferred language from the dropdown language list.

On your smartphone or tablet, click on the three little dots that say "more", then click on "language interpretation", choose your preferred language, and be sure to click on "done".

Mi compa (other interpreter) is already interpreting, so when I speak in Spanish in a moment, you should hear the interpretation into English. If you do not hear the interpretation into English please say something or write something in the chat so that we can help you.

### Announcement on Language Justice:

This event will be interpreted simultaneously between English and Spanish. Language justice includes the right we all have to use the language in which we feel most comfortable, to understand and be understood, and so that no language dominates over another. Today we have the capacity to interpret between English and Spanish, and we recognize that there may be people here who use other languages. We also want to recognize the languages of the indigenous people of these lands\*.

Some speakers will present in Spanish, and some in English, so if you do not understand both English and Spanish, you will need to turn on the interpretation function. Also, feel free to ask questions or make comments in either Spanish or English at any time, it will be interpreted.

### How we Create a Multilingual Space Together:

To create a bilingual space today, we all need to work collectively. Some reminders:

- a. Please speak at a moderate pace. If you speak very fast, there isn't time to interpret completely and correctly. If you are speaking very fast, you might see us making this signal. (With both hands touching in front of your chest, move hands away from each other while closing fingers to make a "slow down" gesture). If we make this signal, everyone here can help us by making the same signal so that the person speaking too fast sees the signal and slows down.
- b. Please speak up. If you speak in a very low voice, we can't hear you and we can't interpret. If you are speaking very softly, you might see us making this signal. (With both hands palms up in front of your chest, raise your hands upward to make a "speak up" gesture.) If we make this signal, everyone here can help us by making the signal too so that the person speaking too softly sees the signal and speaks up.
- c. Please, only one person speak at a time, so that the interpreter is not deciding which voice to privilege over another.

- d.** Please stay on “mute” in Zoom when you are not speaking, because the background noise makes it difficult to hear and understand.
- e.** If you are responding to something written in the chat box, please read aloud the question or comment you are responding to out loud so that it is interpreted.
- f.** We suggest that the first time you speak, you share your name and your pronoun (she/he/they/ etc). Since participants listening to the interpreter will not hear that a new voice is speaking, this will help all of us know who is speaking.

#### **A note on gender-neutral language in Spanish:**

For people listening in Spanish, you may notice that we are trying to use the “e” ending instead of “o” or “a”. For example, when we said “comode” instead of “comodo”. This is not a pronunciation error in Spanish, but rather an intentional effort to create a more inclusive space and to not assume the gender identity of each person who speaks.

\* The website [native-land.ca](https://native-land.ca) is one resource for verifying whose land you are on.



## Sample Interpreters Spiel (In-Person event, Spanish)

### Instrucciones para la interpretación:

Este evento se va a interpretar simultáneamente usando equipo de interpretación simultánea. Ahora vamos a dar instrucciones para usar este equipo. Si eres bilingüe, y te sientes cómodo escuchando en inglés y en español, no tienes que usar equipo, ya que puedes escuchar a las personas directamente en los dos idiomas. Si hablas o prefieres escuchar en español, te invitamos a usar equipo de interpretación para que cuando alguien hable en español, le escuches directamente y cuando alguien hable en inglés, escuches la interpretación al español en tu receptor..

Voy a compartir instrucciones para encender y usar el receptor y luego mi compa va a interpretar usando el micrófono, para que nos confirmen si pueden escuchar la interpretación.

Enciende el equipo así. (Intérprete comparte instrucciones específicas para encender el receptor).

Asegúrate de estar en el canal \_\_\_\_\_ haciendo \_\_\_\_\_ (intérprete comparte instrucciones específicas para cambiar del canal en el equipo).

Sube y baja el volumen así \_\_\_\_\_. Cuando alguien hable en español puedes simplemente bajar el volumen en tus audífonos para que la interpretación al inglés no te distraiga. Así, cuando alguien hable en inglés puedes subir el volumen y escuchar la interpretación al español.

Si tienes problemas escuchando la interpretación, si escuchas ruido al trasfondo, o si necesitas cualquier ayuda con tu equipo, por favor no sufras en silencio! Levanta la mano y le intérprete que no esté en el micrófono en ese momento, te ayudará con tu equipo o te dará uno diferente.

### Declaración sobre la justicia de lenguaje:

Este evento se va a interpretar simultáneamente entre inglés y español. La justicia de lenguaje incluye el derecho que todos tenemos de usar el idioma en el cual nos sentimos cómodos y con más poder para expresarnos; así como el derecho a entender y de ser entendido, y a que ningún idioma domine sobre otro. Hoy tenemos la capacidad de interpretar entre inglés y español, y reconocemos que quizás hay personas aquí que usen otros idiomas. También queremos reconocer los idiomas de las personas indígenas de estas tierras.\*

Algunas personas van a presentar en español, y otras en inglés, así que si no te sientes cómodo en los dos idiomas, deberás usar el equipo de interpretación. También, puedes hacer preguntas o comentarios en español o en inglés en cualquier momento, y estos serán interpretados.

### Cómo creamos un espacio multilingüe juntos:

Para crear un espacio multilingüe aquí hoy, todos tenemos que trabajar colectivamente. Algunos recordatorios:

- a. Por favor habla a un ritmo moderado. Si hablas muy rápido, no hay tiempo para interpretar completamente y correctamente. Si necesitamos que hables un poco más despacio nos verás haciendo esta señal con las manos (Empieza con las manos tocándose en frente de tu pecho, luego separa las manos una a cada lado mientras las cierra en un gesto de “despacio”). Si hacemos esta señal, todas las personas presentes nos pueden ayudar haciéndolo también para que la persona hablando vea y hable más lento.
- b. Por favor habla fuerte. Si hablas muy bajito, no te escuchamos y no podemos interpretar. Si estás hablando muy bajito, quizás nos veas haciendo esta señal. (Con ambas manos enfrente del pecho, palmas hacia arriba, sube ambas manos para hacer un gesto de “más fuerte”). Si hacemos esta

señal, todas las personas presentes nos pueden ayudar haciéndolo también para que la persona hablando vea y hable mas fuerte.

- c.** Por favor, que solo una persona hable a la vez, para que le intérprete no esté decidiendo cual voz va a privilegiar con la interpretación.
- d.** Sugerimos que la primera vez que hables, compartas tu nombre y tu pronombre (el/ella/elle/etc).

### **Sobre el lenguaje neutral de género en español:**

Para las personas escuchando en español, van a notar que estamos intentando usar la terminación de palabras con “e” en vez de “o” y “a”. Por ejemplo, cuando dijimos que se siente “cómode” en vez de “cómodo”. Esto no es un error de pronunciación, sino que un esfuerzo intencional de crear un espacio incluyente y no asumir la identidad de género de las personas que hablan.

\* El sitio web [native-land.ca](https://native-land.ca) es un recurso para verificar en cuya tierra estás.

## Sample Interpreters Spiel (In-Person event, English)

### Interpretation Instructions:

This event will be simultaneously interpreted using interpretation equipment. Now we'll give instructions on how to use this equipment. If you are bilingual, and you feel comfortable listening to speakers and participants in this event in both English and Spanish, you won't need to use any interpretation equipment. If you speak or prefer to listen in English, you will need to use interpretation equipment, so that when someone speaks in English, you can listen to them directly and when someone speaks in Spanish, you will hear the interpretation into English via your headset.

I'm going to give you instructions on how to turn on and use your headset and then my compa will interpret into the equipment so that you can confirm that you can hear the interpretation.

Turn your equipment on by \_\_\_\_ (interpreter provides specific instructions to turn on the equipment being used).

Be sure you are on channel \_\_\_\_ by \_\_\_\_ (interpreter provides specific instructions to change the channel of the equipment being used).

Turn the volume up and down by \_\_\_\_\_. When someone is speaking in English you may simply turn down the volume on your headset so that the interpretation into Spanish doesn't distract you. This way when someone speaks in Spanish you can quickly turn up the volume and hear the interpretation into English without distracting or delaying others or missing part of what someone says.

If you are having trouble hearing the interpretation, if you are hearing fuzzy background noise, or if you need help with your equipment, please don't suffer in silence! Raise your hand and the off-mic interpreter will come and help you improve your headset or switch it out for another.

### Announcement on Language Justice:

This event will be interpreted simultaneously between English and Spanish. Language justice includes the right we all have to use the language in which we feel most comfortable and with the power to express ourselves, as well as the right to understand and be understood, and so that no language dominates over another. Today we have the capacity to interpret between English and Spanish, and we recognize that there may be people here who use other languages. We also want to recognize the languages of the indigenous people of these lands.\*

Some speakers will present in Spanish, and some in English, so if you do not understand both English and Spanish, you will need to use the interpretation equipment. Also, feel free to ask questions or make comments in either Spanish or English at any time, and these will be interpreted.

### How we Create a Multilingual Space Together:

To create a bilingual space today, we all need to work collectively. Some reminders:

- a. Please speak at a moderate pace. If you speak very fast, there isn't time to interpret completely and correctly. If we need you to speak more slowly, you might see us making this signal. (With both hands touching in front of your chest, move hands away from each other while closing fingers to make a "slow down" gesture). If we make this signal, everyone here can help us by making the same signal so that the person speaking sees the signal and knows to slow down.
- b. Please speak up. If you speak in a very low voice, we won't be able to hear you and won't be able to interpret. If we need you to speak louder, you might see us making this signal. (With both hands

palms up in front of your chest, raise your hands upward to make a “speak up” gesture.) If we make this signal, everyone here can help us by making the signal too so that the person speaking sees the signal and knows to speak up.

- c.** Please, only one person speak at a time, so that the interpreter is not deciding which voice to privilege over another.
- d.** We suggest that the first time you speak, you share your name and your pronoun (she/he/they/ etc).

A note on gender-neutral language in Spanish:

For people listening in Spanish, you may notice that we are trying to use the “e” ending instead of “o” or “a”. For example, when we said “comode” instead of “comodo”. This is not a pronunciation error in Spanish, but rather an intentional effort to create a more inclusive space and to not assume the gender identity of each person who speaks.

\* The website [native-land.ca](https://native-land.ca) is one resource for verifying whose land you are on.

## Some Language Justice and Interpreting Collectives in the US

This list is far from exhaustive! Here are only a few of the folks making the road by walking with Language Justice in the United States.

### Some language justice and interpreting collectives in the United States:

#### Tilde Language Justice Cooperative

Hudson Valley Interpreters Collective

#### Philly Interpreters Collective

Boston Interpreters Collective (no longer in existence)

Caracol Interpreters Coop (no longer in existence)

#### Antena

#### The Interpreters Cooperative of Madison

For a more updated list, please visit the [Language Justice Groups Directory](#). Compiled and published by Decentering Dominance (Fernanda Espinosa and Allison Corbett ) for [Hudson Valley Farm Hub's Language Justice Program](#) as part of the [Collectivizing Language Justice Project](#).

### Some organizations that incorporate language justice into their work in North America:

#### COSH (Coalition for Occupational Health and Safety)

#### Matahari: Eye of the Day

#### National Domestic Workers Alliance

#### National Day Laborers Organizing Network

#### Alianza Campesina

Colectivo Flatlander (no longer in existence)

#### Soul Fire Farm

#### Hudson Valley Farm Hub

#### Workers Action Centre (Canada)

#### Via Campesina (international)

#### Center for Participatory Change

Wayside Center for Popular Education (no longer in existence)