

## Planning for Interpretation

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### Events: Key Considerations

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- Types of communication/language access - what kind of access to provide, aspects of event to cover communication/language access services (e.g., exhibits, registration, hotel check in, keynote speeches, plenary sessions, workshops/plenary sessions, etc.)
- Translation booths
- Number of LEP/Deaf and hard of hearing people expected to attend
- Resources to support interpreting and communication access services at event
- Planning benchmarks
- Registration process
- Social media

### Services: Key Considerations

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- Contracts/agreements with interpreting agencies in place
- Analysis of local population of LEP/Deaf and hard of hearing

### Budgeting: Key Considerations

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- History of provision of services (the last 2-3 years) – hours, clients/consumers.
- If no history, estimate 50 hours of service for the year
- If some history, increase number of provision by 10%
- Analysis of local population of LEP/Deaf and hard of hearing how have used or may use services
- Subsequent years increase number of provision by 10% based on actual provision in current year
- Consistent tracking of services

## Budgeting

Events	
Line item	Cost Estimate
Sign Language/spoken language interpreting services	<ul style="list-style-type: none"> <li>▪ \$35-\$75/hour (for sign language and for spoke language)</li> <li>▪ 2 person teams or larger</li> <li>▪ Minimum hourly job requirements</li> <li>▪ Portal rate (varies)</li> </ul>
CART/speech to text services	<ul style="list-style-type: none"> <li>▪ \$65-\$75/hour</li> <li>▪ 2 person teams</li> <li>▪ Screen \$250/day/room (at events)</li> <li>▪ Internet for each event room</li> </ul>

Services	
Line item	Cost Estimate
Sign Language/spoken language interpreting services	<ul style="list-style-type: none"> <li>▪ \$35-\$75/hour (for sign language and for spoke language)</li> <li>▪ 2 person teams or larger</li> <li>▪ Minimum hourly job requirements</li> <li>▪ Portal rate (varies)</li> </ul>

*This material was produced under Grant Number 2015-VF-GX-K011, awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this material are those of the contributors and do not necessarily represent the official position or policies of the U.S. Department of Justice.*