

# WORKING WITH INTERPRETERS TIP SHEET

## REQUESTING AND BOOKING EXTERNAL INTERPRETING SERVICES

Are you looking to request and book ASL-English interpreting services that are not associated with the SMU Faculty of Science Interpreting Services team? Are you unsure of the booking process? Then this tip sheet is for you

### TOP TIPS

1. For booking interpreting services for an event that is not associated with the Faculty of Science, please contact the following agencies or individual interpreters:
  - a. [Society of Deaf and Hard of Hearing Nova Scotians](#) for community and non-academic events
  - b. [Maritime Association of Professional Sign Language Interpreters](#) for a list of member interpreters or to have a service request sent to all members
  - c. [Canadian Association of Sign Language Interpreters](#) for a list of member interpreters
  - d. Post-Secondary academic events are managed through each individual institution.
  - e. [Atlantic Provinces Special Education Authority](#) for events in the K-12 school system.
2. Be prepared to provide the following information when requesting interpreting services:
  - a. Event date along with start and end time,
  - b. Location details,
  - c. Purpose of the event