

Organising Online Accessible Events: **Working with British Sign Language (BSL) Interpreters**

Note: 64 Million Artists use Zoom, so some of these tips are specific to this platform.

Before the Event:

- Book in your BSL Interpreter well in advance; as soon as a date(s) is agreed for the event.
- Send the presentation and any worksheets to the BSL interpreter a week in advance.
- Send the agenda to the participants using the interpreter a week in advance highlighting any group breakouts.
- Present an opportunity before the event for the participant(s) and BSL interpreters to test the platform and its set-up (if unfamiliar to them).
- Brief other colleagues about working with the participant and BSL interpreters.
- If you are planning on recording the session, ensure permission is sought from everyone.

During the Event:

- Ensure the participant(s) and BSL interpreter are given co-host access on arrival (this ensures they have the ability to pin speakers).
- Ask cameras to be off except for whoever is speaking and the interpreter
- Allow time for the participant to pin the BSL interpreter before starting the session.
- Ensure when putting up slides, at least 15 seconds are given for the participant to read the slide before speaking.
- When switching speakers, ensure time is placed in between to allow the participant to repin.
- If using break out rooms, ensure that participant(s) are grouped with the aides BSL interpreters.
- When returning from the break out rooms, ensure time is given for the participant to re-pin the BSL interpreter.

After the Event:

- Plan a debrief with your team and the participant and BSL interpreter afterwards to assess how the event went and if anything should be altered for next time.