



COMMUNICATION WITH DEAFBLIND PEOPLE IN CONNECTION WITH MEETING, WORKSHOP, CONFERENCE ETC.

INCLUSIVE ETIQUETTE

- BEFORE THE MEETING

Announcement of the Meeting - on Time

A timely announcement of the meeting will enable the deafblind person to hire high-quality interpreters. Since every professional interpreter needs some time to prepare, it is advisable to announce the meeting at least ten days in advance. For the complete inclusion of deafblind persons in meetings, it is necessary to hire at least two interpreters, and for meetings that last longer three interpreters.

Delivery of Work Materials

The agenda or program with all the other printed materials must be sent at least ten days before the meeting, in Word format adapted to the capabilities of the deafblind person. Deafblind persons should always prepare for the meeting in advance because they cannot simply "read" the written text presented at the meeting, but must be visually, auditorily or tactilely directed to the interpreter. The interpreters themselves must also prepare in order to know what topics will be discussed at the meeting.

Adequate Spatial Conditions

The deafblind person should be provided with a position in a well-lit place, and interpreters should be placed next to the deafblind person. At least two to three places should be provided next to each deafblind person for their interpreters. However, the light source should illuminate the interpreter, and not blind the deafblind person. At the same time, the interpreter must be facing the potential presentations in order to describe them to the deafblind person.

Duration of the Meeting

Interpreting is an exhausting job. After an hour and a half, the concentration begins to decline, and consequently the quality of interpretation as well. Each deafblind person at the meeting should have at least two interpreters who will alternate with each other every twenty minutes, and for meetings lasting longer than two hours it is recommended to hire at least three interpreters.

Organisation of Time

Following an interpreter for an extended time is tiring for the deafblind person, so it is necessary to provide a short break of at least 5 minutes every hour for both the deafblind person and their interpreters.

- DURING THE MEETING

Speed of Speech

Speak at a normal pace. The interpreter has the right to ask you to slow down if you speak too fast, to repeat words and sentences or to explain them.

Taking the Floor

If someone wants to speak during the meeting, they should raise their hand and wait for their turn, and when it is their turn, they must first introduce themselves so that the deafblind persons know who is speaking. Unlike hearing persons, deafblind persons cannot immediately follow up on the previous speaker, because they first must wait for the interpreter to interpret everything that was said, and thus they are in a kind of "delay".

Discussions during the Meeting

Even the best interpreter cannot translate what several people are saying at the same time or when one person interrupts another. During discussions, it is important that only one person speaks. This is a basic rule that should be respected. Otherwise, the deafblind person loses a lot of information and finds themselves in an unequal position compared to the other meeting participants.

Addressing a Deafblind Person

When addressing a deafblind person, look at them and address them directly, not the interpreter. Be sure to avoid sentences like: "Ask him...", "Tell her..." or "You don't need to translate it for her." Every comment you make about a deafblind person will be interpreted.

- AFTER THE MEETING

After the Meeting

If particularly important matters are discussed, at the end of the meeting send a summary of the meeting with the conclusions and agreements reached, as well as meeting notes and all presentations used during the meeting to all participants to avoid misunderstandings.

Subsequent Delivery of Materials

If material that was not previously delivered was used at the meeting, deafblind persons will ask you for a subsequent delivery. Do it by all means.

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