

A guide to

# Personal and Public Involvement (PPI)



## What to consider when booking a Sign Language ISL / BSL interpreter when supporting sign language users when having Online or in-person Involvement events.

This guide will assist you in what to consider when booking a Sign Language interpreter (ISL/BSL) when supporting sign language users when you are having Online or in person involvement events/meetings.

It is always good practice when you are inviting Service Users and Carers to get involved that they are given an opportunity to identify some additional requirements they may need to enable them to fully participate in the conversation. We recognise that there are a number of organisations that can offer support in this area; when booking a Sign Language ISL/BSL Interpreter you need to consider the following,

<b>Date &amp; time required</b>	<ul style="list-style-type: none"><li>• Provide the Sign Language Interpreter organisation with a clear date 8-10 weeks in advance.</li><li>• Provide a start and end time for the event.</li><li>• How many hours do you need a Sign Language interpreter?</li></ul>
<b>Name of deaf Service User and Carer</b>	<ul style="list-style-type: none"><li>• Ask the deaf Service User and Carer permission to share their name with the Sign Language Interpreter organisation.</li><li>• How many deaf Service Users and Carers are attending the event?</li></ul>
<b>An overview as to what the booking is for</b>	<ul style="list-style-type: none"><li>• Provide the Sign Language Interpreter, a short and concise explanation of the event. You may want to consider:<ul style="list-style-type: none"><li>• Why this event is happening?</li><li>• The aims and objectives of the event?</li><li>• Who else is attending, i.e. Key Note Speakers.</li><li>• Methods you are going to use, i.e. PowerPoint, interactive polls, etc.</li><li>• Will you be using online "Break-Out" rooms?</li><li>• How many comfort breaks are you going to have?</li><li>• Are you providing feedback opportunities?</li></ul></li></ul>

For more information on Involvement, Co-Production and Partnership Working

please visit the Engage website

<http://engage.hscni.net>

