



## Working With Interpreters/Translators

- Typical rates for interpretation:
  - \$50-\$75/hour for general services
  - More \$\$ for specialized subject matter (legal, medical, organizational jargon)
  - More \$\$ if scheduling less than 48 hrs in advance
  
- Typical rates for translation:
  - .19-.45/word, or \$50-\$75/hour
  - More \$\$ for certified translation services.
  - More \$\$ if the document is needed in less than 48 hours

### Sample Budget for Interpretation and Translation

Item	Rate	Hours or Words	Total
Translation of slides	\$60.00	2	\$120.00
Translation of meeting documents	\$0.25	1000	\$250.00
Interpreter	\$60.00	2	\$120.00
Zoom with Interpretation Rental Fee	\$10.00	1	\$10.00
<b>TOTAL</b>			<b>\$500.00</b>

### Things to Consider

- Make sure your interpreter has experience with the type of terminology you need, e.g. industry jargon, medical terminology, etc.
  - Option: provide a glossary of terminology as far in advance as possible

- Provide relevant slides/notes well in advance
  - Be prepared to pay additional hours for this preparation
- Factor in potential travel costs
- Hire more than 1 interpreter for events longer than 2 hours, to provide breaks
- Ask the interpreter if they want to make a statement at the start of the meeting, factor time accordingly
- If there will be a lot of back and forth between languages, plan to take additional time or hire two interpreters