



To Organizations Operating In Oregon,

The Oregon Registry of Interpreters for the Deaf (ORID) envisions a community where users of spoken and signed languages can access information and communicate effectively with one another without barriers. We strive for a society where the presence and perspectives of Deaf, DeafBlind, and hard of hearing community members are welcomed at all trainings, meetings, and events. We are asking your organization to partner with us in this mission by providing American Sign Language (ASL) interpreters at your events.

ORID acknowledges that organizations frequently have limited resources and competing priorities. If equity and inclusion are prioritized early in planning processes, accommodations can be secured in a timely manner and at reasonable cost. Providing accommodation services as requested also helps ensure you are in compliance with the [Americans with Disabilities Act Title III](#) (§ 36.303), reducing your liability and chances of litigation. The provision of ASL interpreters not only allows individuals equitable participation in your event, it also benefits your organization. Providing interpreting services shows the 187,000 Deaf, DeafBlind, and hard of hearing Oregonians that you value their participation, increasing your base of supporters. Additionally, including participants with diverse life experiences and abilities adds a richness to conversations that encourages creativity and innovative thinking.

We suggest the following steps as best practices for providing interpreters:

1. Add a line item in your budget for accommodations for any event, just as you would for a meeting space, sound equipment, or refreshments.
2. Designate a contact person for all accommodations requests. Include an accessibility statement with their contact information on all promotional materials. Ex: "For accommodation requests contact NAME at EMAIL@EMAIL.COM or 503-000-0000".
3. If American Sign Language (ASL) interpreters are needed for your event, put in a request to an interpreter agency or reach out directly to interpreters as soon as possible (ideally two weeks in advance).
 - a. For a list of interpreting agencies in Oregon visit Oregon Association of the Deaf's directory at <http://oad1921.org/directory/main?tid=15>
 - b. To find an interpreter in your area use Registry of Interpreters for the Deaf's member search at <https://myaccount.rid.org/Public/Search/Member.aspx>
4. Provide all necessary information to the agency/interpreter including: name of the event, time, date, duration, location, names of participants, and any preparation materials (such as agenda, speeches, slide decks, and/or reference materials).
5. Work with interpreters and services-users before and during your event to ensure effective communication.

We look forward to working together to create a community where events are accessible and inclusive for everyone. Please email us at vp@orid.org should you have any questions or comments.

In Solidarity,

The Oregon Registry of Interpreters for the Deaf Board of Directors

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