

Booking
Face to face



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<https://signlanguageinteractions.com/ni-framework>

Pre-Booked Remote
Interpreting



This is where the interpreter is remote



What we (SLi) need



As much information as possible!

- Date/s
- Time/s
- Venue
- Name/s
- Contact person
- Specific request (continuity, gender etc.)
- BSL / ISL
- PO Number / Reference Number

More information from Department of Communities here:

communities-ni.gov.uk/articles/framework-interpretation-translation-and-transcription-services-0

Remember



Rule of thumb - Appointments that last for 2 or more hours may require 2 interpreters – this is dependent on breaks, content etc.

Cancellation



- 15 or more working days notice – No fee
- 8-14 working days prior to the booking – 50%
- 0-7 working days prior to the booking – 100%
(Working days – Monday to Friday)