

## Bilingualism Guidelines for Meetings and Events

### Invitations

- ☑ Send the initial invitation message in both official languages, French and English
- ☑ Mention as part of the invitation message what will be the main language of the presentation or discussion, and which linguistic accommodations will be provided
- ☑ Answer correspondence in the language used by the person writing to RIC
- ☑ Provide documentation for the event or meeting in both official languages upon request
- ☑ Take note of which participants have communicated or requested documentation in French for meetings and events mainly in English (and vice versa), so that you know in advance who will potentially need linguistic accommodation during the event

### Planning the meeting or event

- ☑ Designate a bilingual facilitator to support exchanges between participants of different preferred languages
- ☑ Hire professional interpretation services for keynote presentations and important meetings, for instance at RIC's annual general assembly
- ☑ Advise all presenters that they need to be prepared for a bilingual audience (and that they will be supported if need be by the host and/or bilingual facilitator)
- ☑ Make sure to include French presentations during the event so that the main language, as per RIC's Bilingualism Framework, is "not always English by default"

### During the meeting or event

- ☑ Greet participants in both French and English
  - For example: "Bonjour à tous!" / "Bienvenue à (nom de l'événement)"
- ☑ In the other language than the meeting or the event's main language, state what will be the main language for the presentation and explain to participants which linguistic support options are made available to them: translated live captions, bilingual facilitator, interpretation services if available. Again, explain support options in French to help francophones and in English for anglophones.
  - For example: "Cette présentation sera en anglais, avec sous-titres en français. N'hésitez pas à poser vos questions en français, [facilitator name] traduira les questions et les réponses au besoin"
- ☑ Make sure that all presenters enable translated live captions in PowerPoint<sup>1</sup> (French subtitles for English presentations, and vice versa)
- ☑ In the absence of an interpreter, make sure that the bilingual facilitator provides on-the-fly translated summaries of questions and answers upon request so that all participants are equally included in the conversation

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<sup>1</sup> Translated live captions are available in Microsoft Office 365 version 16.0 or higher. Most universities provide this software for free to their students and staff. The feature is accessible under the Slide Show tab > Subtitles Settings.