



National Association of Judiciary Interpreters & Translators  
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### **Suggestions and Best Practices for Bench and Bar Presentations**

Adapted from material presented at NAJIT's Conference in May 2017

NAJIT's Bench and Bar Committee has created slides for a sample presentation to educate attorneys, judges or other stakeholders about our profession. This document outlines some points to keep in mind as you adapt these materials to your particular situation

- **Keep it short and focused:** If you have a 60 minute presentation, plan on leaving *at least* 20 minutes for questions and answers. This is often where the best learning takes place because interacting with the audience allows them to *show* you what they still need to learn. People reach a point where they will simply tune out if they've been talked at for long enough. Less is more! This means you need to be purposeful in selecting the points you cover. It is impossible to offer a comprehensive survey of our profession in 35-40 minutes, so focus on what is most pressing, important and relevant!

- **Use Powerpoint as an aid, not a crutch:** You want people to *listen* to you without getting distracted reading a mass of text on the screen. Offer bullet points that *summarize* your points without writing complete sentences or paragraphs and use the animation in Powerpoint so that points appear as you're covering them and not before.

- **Tailor the information to your particular area:** The model presentation includes information about New Mexico's interpreter system. If you plan to use these materials elsewhere, include information about your state's particular interpreter categories/rules to make the material relevant to your audience.