

Booking a SIGN LANGUAGE INTERPRETER or a COMPUTERIZED NOTETAKER for a Student

- If your department has an Ubi-Duo system, offer to use it during your interaction. Please follow this link www.georgebrown.ca/video/ubi-duo/ if you require assistance using an Ubi-Duo
- If not, offer to use a pen and paper, a computer or tablet to communicate.
- Ask which service or event they wish to access within the College noting as many details as possible.
- Determine the students preferred service (Sign Language Interpreting or Computerized Notetaking).

FOR SIGN LANGUAGE INTERPRETING REQUESTS

Please contact Sharon Bartley
Scheduling Coordinator for Interpreters
sbartley@georgebrown.ca

FOR COMPUTERIZED NOTETAKING REQUESTS

Please contact Golnaz Izadi
Scheduling Coordinator for Computerized Notetakers
gizadi@georgebrown.ca

Send an email to the appropriate contact and include the following:

- **Date of the event**
- **Start and end time**
- **Name of the student**
- **Location, including campus and room number**
- **Title, purpose, and details of the request**
(panel presentation, Q & A session, guest speakers, 1-on-1 meetings etc.)
- **Preparation Materials**

Preparation materials are required so that both Sign Language Interpreters and Computerized Notetakers can do their job more effectively. This includes, but is not limited to: agendas, speeches, Power Point presentations, names of speakers etc. This material should be sent to our department within 72 hours prior to the event, if possible.

If your event or service is cancelled, please notify the scheduling coordinator within 72 hours prior to the event to avoid paying the full cost of our services.

Deaf and Hard of Hearing Services may be able to cover the cost of the interpreting/notetaking services. If not, and your department is responsible for covering this cost, you will be notified. A 2 hour minimum charge applies for all bookings.