

NACADA's Foreign Language Interpreter Policy

NACADA's working language is English. All materials and presentations will be presented in English. If an interpreter(s) is required for non-English speaking participants, the following policy will be in effect:

- Locating, hiring, and all costs incurred due to the use of an interpreter will be the responsibility of the participant.
- Proof of certification or employment by a company specializing in interpretation is required.
- NACADA will provide, to a maximum of two (2) interpreter(s) per participant, the following:
 - 20% discount on the standard (not early) non-member event registration fee.
 - Registration materials, same as provided to participants.
 - If more than two (2) interpreters are needed per person, participant will be responsible for full event registration fee for any additional interpreters.
- Participant will be required to notify NACADA of need for interpreter(s) a minimum of six (6) weeks before the event.
 - Failure to inform NACADA in a timely manner may result in an inability to accommodate need due to capacity limitations of the event.
- All interpreter(s) will be required to register for the event by completing a specialized registration form prior to the event. Form can be obtained through NACADA's event organizer. Online registration for interpreter is not available at this time.
- No refunds are provided for cancelled interpreters, regardless if the interpreter or the participant cancels
- If outside networking opportunities are offered to participants during the event, the participant will be responsible for payment for any fees for interpreter(s) that are associated with said opportunity if participant takes part in the activity.