

**SERID 2022 Interpreter Agreement**

Altamonte Springs, FL October 13 – 16, 2022

This agreement is between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter referred to as “interpreter”) and the Southeast Regional Institute on Deafness, Inc. (hereinafter referred to as “SERID”) and its agents for the purpose of providing interpreting services at the SERID annual conference, October 2022 in Altamonte Springs, FL.

**INTERPRETER SHALL:**

* Submit Qualifications: must hold current RID or BEI certification.
* Adhere to the RID Code of Professional Conduct at all times while involved with the SERID Conference.
* Wear structured professional clothing that contrasts with skin color while working.
* Notify the Lead Interpreter Coordinators, Rita Jo Scarcella at (856) 522-9774 or Daniel LeMay at (813) 226-7046, as soon as reasonably possible if they need to cancel any portion of the job for any reason.
* Download and use WhatsApp for communications onsite with the interpreter team.
* Attend all interpreter meetings and/or presenter meetings scheduled by the Interpreter Coordinators. These meetings are non-billable. If the interpreter is not available to attend, meeting notes will be sent to the interpreter.

**SERID SHALL:**

* Pay Interpreter $50/hour flat conference rate, or $400/day for working up to 8-9 hours per day

(between the hours of 8:00AM – 9:00PM) in whatever combination determined by the Lead

Interpreter Coordinator. Hours worked beyond 9 hours per day will be paid for each additional hour at the rate of $50 per hour.

* Provide Interpreter $250.00 travel stipend.
* Provide single occupancy hotel accommodations no earlier than October 12, 2022 and departing no later than October 16, 2022, direct billed to SERID. Exact dates to be determined by Lead Interpreter Coordinators and the final schedule of interpreters for Wednesday evening and Sunday morning.
* Permit access to interpreter hospitality room for networking, breaks, and refreshments. ROOM: TBD
* Provide preparatory materials as soon as they are submitted by the speakers.
* Provide schedule prior to the assignment at the earliest possible time.
* Guarantee team interpreters for all session assignments; however, the SERID 2022 Interpreter committee reserves the right to make final decisions.

**SERID SHALL NOT:**

* Consider Interpreter as an employee. Interpreters are considered independent, private contractors with SERID.
* Provide mileage, portal, or other travel expense not covered by the $250.00 travel stipend.
* Reimburse any meals. Interpreters may join conference participants when meals are provided to all registered attendees.
* Provide reimbursement for hotel parking at the Hilton in Altamonte Springs, FL.
* Provide entertainment or other activity expenses.
* Cover added expenses due to personal preference such as: valet parking, refrigerators, failure to check out by required time, room service, etc.

**TERMS AND CONDITIONS:**

* Invoices must be received by Thursday, October 31, 2022 to SERIDconfinterp2022@gmail.com. Invoices received after that time will NOT be paid and will be considered a donation to SERID.
* Sign and return the attached W-9 prior to the conference.
* This agreement is effective Wednesday, October 12, 2022 through Sunday, October 16, 2022. Both parties must agree in writing upon any modifications or alterations of the terms contained herein.

**COVID Statement:**

* SERID is committed to providing a healthy environment for learning and networking. We encourage all attendees to follow CDC recommendations, including:
	+ Practicing social distancing
	+ Wearing masks in enclosed spaces
	+ Frequently washing and sanitizing hands

We will monitor the situation and make additional recommendations as needed.

**Interpreter:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature

**SERID Coordinator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature