

GENERAL INFORMATION

- You must be registered for the Annual Meeting before submitting a request form.
- We will make every effort to fulfill your request for interpreters but cannot guarantee last minute requests.
- All requests are subject to approval by APHA.
- If you have any questions, please email Natalie.koo@apha.org or call 202-777-2528.

STEP 1: CONTACT DETAILS

Complete the details below to request a sign language interpreter for the 2022 Annual Meeting.

Name:		Today's Date:	
Email:		Phone:	

Onsite Contact Information (if applicable):

Where will you be staying in Boston?	
Onsite phone number/cell phone:	
What is the best way to reach you onsite?	

STEP 2: PRELIMINARY SCHEDULE (Due Sept. 9)

Outline your preliminary schedule below, indicating the days and start/end times that will require an interpreter. This is used to gauge the number of interpreters we will need this year. Email your preliminary schedule to Natalie.koo@apha.org by Sept. 9.

Day	Date	Anticipated Start Time	Anticipated End Time	Total Hours
Sunday	11/6/22			
Monday	11/7/22			
Tuesday	11/8/22			
Wednesday	11/9/22			

STEP 3: FINAL SCHEDULE (Due Oct. 7)

Final schedules must be submitted by **October 7** or your request will be cancelled. Use the online program to select the sessions/events where you will require an interpreter. Complete the tables below or print your schedule from the online program. Send session information along with this form to Natalie.koo@apha.org.

You will be notified once interpreters have been assigned to you so that you can communicate directly with your interpreter. If your plans change, and you will not be attending one or more of these sessions, please notify us at access@apha.org.

Important: Please indicate if you are **presenting** at any of the sessions. (ex: APHA Navigate and Network [presenting])

Session Details			
Day/Date:			
Start Time:		End Time:	
Title:			
Program:		Session #:	

Session Details			
Day/Date:			
Start Time:		End Time:	
Title:			
Program:		Session #:	

Session Details			
Day/Date:			
Start Time:		End Time:	
Title:			
Program:		Session #:	

Session Details			
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Start Time:		End Time:	
Title:			
Program:		Session #:	