

**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.
- APHA will not provide interpreters for any session that will be live captioned.
- All requests are subject to approval by APHA.
- If you have any questions, please contact [natalie.koo@apha.org](mailto:natalie.koo@apha.org) or 202-777-2528.

**STEP 1: CONTACT DETAILS**

Complete the details below to request a sign language interpreter for the 2021 Annual Meeting.

<b>Name:</b>		<b>Today's Date:</b>	
<b>Email:</b>		<b>Phone:</b>	

How will you be participating in the Annual Meeting?  In-person  Virtual

**Onsite Contact Information (if applicable):**

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

**STEP 2: PRELIMINARY SCHEDULE (Due Sept. 3)**

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](mailto:Natalie.koo@apha.org) by Sept. 3.**

Day	Date	Anticipated Start Time	Anticipated End Time	Total Hours
Sunday	10/24/21			
Monday	10/25/21			
Tuesday	10/26/21			
Wednesday	10/27/21			

**STEP 3: FINAL SCHEDULE (Due Oct. 1)**

Final schedules must be submitted by **October 1 or your request will be cancelled.** Use the [Virtual Meeting Platform](#) to select the sessions/events where you will require an interpreter. Complete the tables below or print your schedule from the Virtual Meeting Platform. Send session information along with this form to [Natalie.koo@apha.org](mailto: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](mailto:access@apha.org).

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

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

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

Session Details			
Day/Date:			
Start Time:		End Time:	
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