



Department of Justice-Sponsored Conference Request and Report

RED cell indicates that your entry exceeds the DOJ meal threshold AND cannot be submitted unless within the meal threshold.
YELLOW cell indicates that your entry exceeds the DOJ threshold, and additional justification must be provided.
GREY box indicates that no entry is required.

Sample Conference Cost Form Language

General Description of Attendees

We anticipate approximately 350 attendees at the conference (including participants, presenters, American Sign Language interpreters, and staff) from locations across the country. Importantly, we anticipate at least 88 attendees (approximately 25%) will be people with disabilities and/or Deaf individuals. Thus, it is imperative that we design and implement all aspects of the conference to be fully accessible to the widest array of people, including those with disabilities and those who are Deaf.

Costs for interpreting and CART/CPRINT

Total costs for Interpreters and captioning services are estimated at \$18,540. We are anticipating Deaf presenters and Deaf participants. To ensure communication access for all of the attendees and our compliance with the Americans with Disabilities Act, we are required to contract with and provide American Sign Language interpreters at this training. The total costs projected for fees associated with American Sign Language interpreters for this training is \$15,600. This amount covers the costs associated with five teams of two qualified interpreters (guidelines set forth in the Registry of Interpreters for the Deaf (RID) Standards require this team-interpreting format). The specific breakdown is as follows 10 interpreters at \$520/day for four days (three prep/training days plus travel hours) equals \$15,600. Hourly interpreter fees vary from interpreter-to-interpreter and community-to-community, depending upon specialty, certifications and years interpreting, rates vary from \$50 to \$80 per interpreter/hour with an average rate of \$60 per hour. The hourly rate for each of the interpreters we have selected is \$65 per hour. The interpreters we selected are from a small, national pool of interpreters who meet the RID Standards; are familiar with the specialized language, nuances and complex systems involved in this training; and have experience interpreting in contexts involving issues of domestic violence, sexual assault, and stalking.

We are also anticipating costs associated with Communication Access Realtime Translation (CART) Interpreters and C-Print services which provide real-time captioning for presentations during the conference. This allows participants who are Deaf and hard of hearing who do not use American Sign Language, and in some instance, people with intellectual disabilities, to be able to follow spoken presentations. Compensation for CART services varies considerably according to training, experience and location. Based upon prior budgeting experience, we are estimating CART Interpreter services at the rate of \$750/day for 2 days and C-Print services at the rate of \$720/day for 2 days for the additional projected cost of \$2940. We are also budgeting \$1500 for translating the conference program, presentations and handouts into Braille format in the case that we receive a request for this accommodation from any conference participants who are blind.