

Interpreting

PESCHEL COMMUNICATIONS GmbH

www.peschel-communications.com

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Preface

In a foreign language – without interpreters – one says what one is able to say, rather than what one wants to say.

Hans-Dietrich Genscher, former German Foreign Minister

When people with different linguistic and cultural backgrounds work together, interpreters play a key role.

The success of an event depends not only on a well-thought-out programme, compelling speakers and a suitable venue, but above all on smooth communication. And communication works best when speakers and the audience can communicate using their respective native languages. At Peschel Communications, we ensure that one of the crucial factors for the success of your event is assured: communication across both linguistic and cultural barriers.

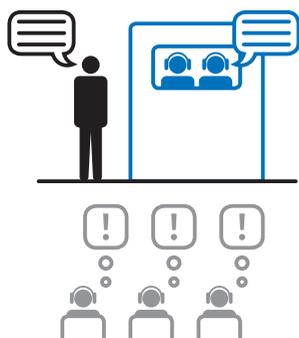
This brochure provides an overview of the different forms of interpreting and possible settings, and also offers valuable tips on how to make your event even better! We would be delighted to assist you in planning a successful international event.

A handwritten signature in black ink, reading "Inge Peschel". The signature is written in a cursive style with a large, looping initial 'I'.

Interpreting techniques

Simultaneous interpreting

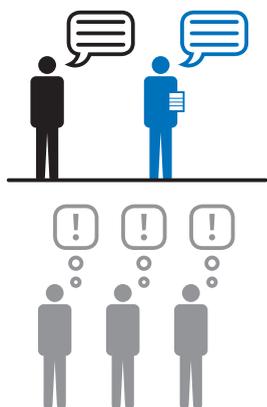
The discreet and time-saving solution



- Interpreters work in soundproof booths.
- Interpreters work in teams of two or three per booth and regularly alternate.
- The translation is transmitted to members of the audience via headsets.
- Interpreters listen and translate almost in time with the speaker.
- Multilingual communication takes place in the background.
- Speeches can be translated into several languages at the same time.
- **Ideally suited to conferences, technical conventions, etc.**

Consecutive interpreting

Speaker and interpreter, side by side



- The interpreter waits for the speaker to finish a section before translating.
- The interpreter takes notes using a special note-taking technique.
- No technical equipment is required.
- The interpreter can move around, for example to follow the speaker from room to room.
- **Recommended for short events, such as press conferences, town hall meetings, etc.**
- **Please note:**
This mode of interpreting doubles the total speaking time.



Liaison interpreting

The interpreter as mediator

- The interpreter translates individual sentences or short paragraphs back and forth between two or more speakers.
- The interpreter sits at the negotiating table.
- No technical equipment is required.
- Suitable for business negotiations.



Whispered interpreting

Chuchotage

- The interpreter sits directly behind a maximum of two listeners and quietly interprets simultaneously.
- There is virtually no time delay.
- No technical equipment is required.
- Recommended for very short events with a maximum of two people requiring translation.

Which interpreting technique is best suited to your event?

Conference consulting service



+49 761 380 969 0

Why not involve [Peschel Communications'](#) Interpreting Project Team at an early stage of the planning process? We would be delighted to advise you on which languages to offer, which mode of interpreting to use and how to find the most cost-effective solution.

Conference languages

Benvenuti!
Welcome!
Herzlich willkommen!
Bienvenue!
¡Bienvenidos!

Which languages will be spoken during your event? And into which languages do you want to provide an interpretation? As a general rule, at least two interpreters are required for each target language.

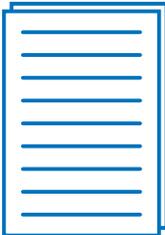
We recommend that speakers communicate in their mother tongue, as their linguistic repertoire will be wider and more nuanced than in a foreign language. Providing interpreting helps ensure an excellent conference experience for all participants.



10:00	▬
10:15	▬
11:30	▬
12:00	▬
13:00	▬
14:30	▬
15:15	▬
16:30	▬
17:00	▬

Programme

The length of the conference and the breaks can have an impact on interpreting costs. Conference interpreting fees are charged by the day, and interpreters work in teams of at least two per target language. If the day is very long and/or the topic very technical, more than two interpreters per booth may be required to ensure high-quality interpretation throughout.

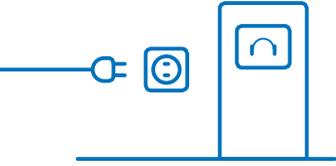


Documents

Documents such as the agenda, list of participants and speakers, PowerPoint presentations, texts to be read out, speaker notes and background information are vital for preparation. We recommend asking conference speakers for advance copies of their speeches. Interpreters will be keen to prepare as thoroughly as possible, as they know that their own understanding of the topic is key to a good interpreting performance.

If any documents are to be distributed during the meeting, please remember to bring copies for your interpreters.

Conference equipment



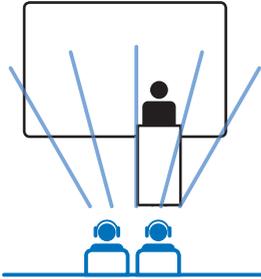
Does your venue have built-in interpreting booths? Does it provide sound engineers to manage the equipment during the event? If not, Peschel Communications would be delighted to organise and supervise the technical team for you. Mobile interpreting booths generally have a footprint of around 2 by 2 metres, and should be positioned in such a way that the interpreters have an unrestricted view of the speakers and screens.

Speakers



It is a good idea to inform the speaker that their presentation will be interpreted and ask them to provide any documents in advance. Speakers do not need to talk especially slowly for the benefit of interpretation – a well-presented talk at normal speed can be interpreted without any problems.

Visual aids



To provide the best possible interpretation, the interpreters need a direct view of any films, slides or PowerPoint presentations shown, as well as of the speaker.

Films



Film texts are usually spoken so quickly and are so densely packed with information that it is not possible to provide an interpretation without preparation. For this reason, if you are planning to show any videos, please make them available to the interpreters in advance.

Your Interpreting Project Team

Our first task is to provide you with a comprehensive [consultation](#) that helps you find the optimal solution for your event. On the basis of detailed information about the event programme, content, scope and participants, our project team will recommend the [type of interpreting](#) and [team size](#) that will best meet your needs.

→ If you choose to work with [Peschel Communications](#), the interpreting project team will then assemble the right team for your event. We only work with interpreters who have a [university degree](#), extensive [professional experience](#) and [subject-specific knowledge](#).

→ If you like, [Peschel Communications](#) will be happy to book the [interpreting booths](#) and the technical equipment, and take care of the coordination.

→ In the run-up to your event, the interpreting project team will look after all the [organisational details](#). From coordinating and distributing [conference documents](#), to [scheduling](#), to facilitating communication between you and the [conference technicians](#), and resolving any last-minute questions – we'll make sure that your event runs smoothly!

→ After the conference, our project team will be in touch for a short [feedback discussion](#).



Your consultant interpreter **Anja Peschel**

Conference Interpreter

Member of AIIC, VKD and BDÜ

peschel@peschel-communications.de

Telephone +49 761 380 969 11

Anja Peschel has been working as a conference interpreter since 1997 and has wide-ranging experience in organising interpreter teams for multiple languages. As a simultaneous interpreter for German and English, she has lent her voice to such well-known figures as Kofi Annan and Karl Lagerfeld, and has also facilitated communication at numerous technical conferences.



Your project manager **Ellen Göppl**

Graduate Translator, MBA

goepl@peschel-communications.de

Telephone +49 761 380 969 13

Ellen Göppl has taken care of interpreting clients at Peschel Communications since 2000. Her organisational talent and experience are a great asset when supporting events of varying size and form.

Glossary

- A-language** The A-language is the interpreter's mother tongue, which he or she works into and out of.
- B-language** The B-language is an interpreter's active foreign language, i.e., he or she interprets into and out of this language.
- C-language** The C-language is an interpreter's passive foreign language, i.e., he or she interprets from this language into the mother tongue.
- AIIC** The International Association of Conference Interpreters has around 3,000 members across 100 countries.
- BDÜ** The Federal Association of Interpreters and Translators is the largest professional association in Germany with almost 8,000 members.
- Conference interpreter** An interpreter who has fully mastered all the interpreting techniques (simultaneous interpreting, consecutive interpreting, whispering interpreting, liaison interpreting) and usually holds a university-level qualification.
- Confidentiality** Their Code of Professional Ethics obliges interpreters to maintain the confidentiality of company and client information.
- Consecutive interpreting** The interpreter translates once the speaker has finished, or after each section. No technical equipment is required. It is important that time for the interpreter to speak is factored into the planning.
- Consultant interpreter** In the run-up to the conference, consultant interpreters provide advice on questions concerning the most suitable mode of interpreting and any interpreting equipment required, assemble a professional team of interpreters and are available as your point of contact before, during and after the conference.

Equipment The technical equipment required for interpreting at an event: soundproof interpreting booth(s), intercoms and headphones for the interpreters, as well as transmitters, receivers and earphones for conference participants, cables, etc. A specially trained conference technician takes care of this during the event. Interpreting equipment can be hired through your consultant interpreter.

Copyright Interpretation is meant for immediate consumption. If a recording or webcast is planned, this requires a separate agreement.

Interpreter Interpreters provide a spoken translation. As 'interpreter' is not a protected professional title, quality criteria such as a university degree (Diplom, MA) and membership of professional associations (AIIC, VKD) should be taken into account when choosing an interpreter. Thanks to its strict conditions for entry, AIIC membership can be regarded as a seal of quality.

Interpreting booths Interpreting booths are soundproof cabins required for simultaneous interpreting. Many conference centres have built-in booths. If there are no booths installed, mobile booths can be hired.

Liaison interpreting Interpreting at business negotiations or professional discussions, where sentences or short paragraphs are translated back and forth.

Simultaneous interpreting Interpreters work in teams in soundproof booths. The interpretation is produced almost in real-time and transferred directly to the participants' headphones by radio or infrared systems.

Tour guide systems A tour guide system comprises a wireless microphone and wireless receivers. The interpreter can provide a simultaneous translation during factory tours, etc. Tour guide systems are not suitable as substitutes for interpreting booths.

Training Conference interpreters generally complete their training at a university. Academic interpreter training consists of linguistic and cultural studies, as well as extensive practical training.

VKD The Association for Conference Interpreters in the BDÜ represents the interests of conference interpreters within the Federal Association of Interpreters and Translators (BDÜ). It currently has over 650 members.

Whispered interpreting The interpreter sits directly behind a maximum of two listeners and quietly interprets simultaneously without any technical assistance.

Contact

PESCHEL COMMUNICATIONS GmbH

Translations • Interpreting • Editing

Wallstraße 9 · 79098 Freiburg

www.peschel-communications.com

contact@peschel-communications.com

Telephone +49 761 380 969 0

Imprint

Text

Anja Peschel

PESCHEL COMMUNICATIONS GmbH

Design

eva rosenberger* informationsgestaltung

www.evarosenberger.de

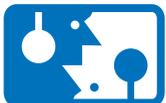
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PESCHEL COMMUNICATIONS GmbH,

Freiburg, Germany

eva rosenberger* informationsgestaltung,

Stuttgart, Germany



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