



HOW TO WORK WITH INTERPRETERS

Are you working with interpreters for the first time? If so, here are some tips to help you get the most out of your event:

DOCUMENTATION:

The more thoroughly an interpreter is able to prepare for a conference, the better his or her performance will be. Any documents related to the conference, such as the programme, background information (e.g. your company's annual report) and of course abstracts and the presentations themselves, will be useful. It is vital that the interpreters receive copies of any texts that are to be read out, as such talks tend to be densely packed with facts and are often spoken extremely fast. Presentation slides will also be helpful, as they usually contain key terms. Ideally, all supporting documentation should reach the consultant interpreter two weeks before the event. We know from experience that it is often difficult to motivate speakers to submit their lectures in good time. For this reason, it is advisable to set slightly earlier deadlines when interpreters are involved. Most speakers will understand that their talk can be interpreted much better – and received better as a result – if the interpreter has adequate time to prepare. If nothing else, providing the interpreter with a short summary of individual presentations right at the beginning of the conference will still be helpful.

PROGRAMME:

Please inform the consultant interpreter before and during the conference of any programme alterations, rescheduling, cancellations or additional items, so that he or she can bring them to the attention of the interpreters in their team.

WORKING TIMES:

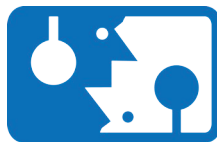
Since interpreting requires intense concentration, regular breaks are absolutely necessary. Simultaneous interpreters generally work in groups of two or three per language, each translating for about thirty minutes before being replaced. However, even when interpreters are not speaking they by no means sit idle; they support their colleagues and/or re-read documentation for the next lecture. As a rule of thumb, a team of two interpreters can manage up to five hours per day (plus breaks). A team of three is essential for a longer working day.

BREAKS:

Please respect the fact that breaks are essential for interpreters. This is why the scheduled breaks should be observed. If you would like an interpreter to translate during lunch or at the conference's fringe events, this should be discussed beforehand. An additional interpreter will be brought in if necessary.

WORKPLACE:

In addition to being able to hear clearly, interpreters must also be able to see the speaker and any visual aids that are used. Please ensure that the interpreter commands a good view from the booth and is not too far away from the speaker.



TECHNICAL EQUIPMENT:

Please speak to your consultant interpreter about what technical equipment is needed. Any equipment should be booked well in advance of the conference. If desired, your consulting interpreter will be happy to assist with booking technical equipment for you.

SPEAKERS:

For an interpreter, a perfect speaker is one with whom every listener feels comfortable: Someone who speaks freely, perhaps assisted by slides, at a moderate speed with animated intonation. Formulated speeches which are read out quickly are a nightmare for interpreters (and for listeners!).

FILMS:

If you plan to show films during your conference which require interpretation, please speak to your consultant interpreter in advance. In contrast to speeches and presentations, film commentaries are often very complexly worded and are spoken extremely quickly. Accompanying music and background noises make matters worse. If you would like a film to be interpreted at your conference, please provide the interpreter with the soundtrack and/or script in plenty of time before the event to enable him or her to prepare for this.

RECORDINGS:

For copyright reasons, interpretation may only be recorded with the agreement of the participating interpreters. In most cases, the interpreter will charge an extra fee for this. Please bear in mind that the performance of a simultaneous interpreter is intended to be heard immediately in the context of the event and cannot substitute a written translation.

Do not hesitate to contact us with further questions. Call us on **+49 761-380 969 0** or send an email to peschel@peschel-communications.de