

CHECKLIST

Interpreting

Are you planning a multilingual event with interpreters? To help you prepare, we've come up with this checklist.

Before you speak to your interpreting service provider

- ✓ **Event title and subject matter:** Knowing this helps in booking interpreters with experience in the relevant field.
- ✓ **Language(s):** Which languages will be spoken during the event? Into which languages should interpretation be provided?
- ✓ **Date:** When will your event take place?
- ✓ **Programme:** If you already have an agenda, this can help plan the right number of interpreters.
- ✓ **Location/room(s):** Where will the event be held? In which room(s) should interpreting be available?
- ✓ **Format:** Are you planning a series of presentations or a panel discussion? Will there be group work?
- ✓ **Interpreting technique:** Simultaneous or consecutive? If you're not sure, we'll be happy to discuss the different options with you.
- ✓ **Participants:** How many people will be attending your event? How many of them require translation? What are their nationalities and their roles?



- ✓ **Space:** Is there enough room for the interpreters in the conference room? If you're not sure, we'll be happy to take a look for you.
- ✓ **Recording:** Are you planning to record or stream the interpreters' voices?
- ✓ **Special requirements:** Is there anything else the interpreters ought to know? Should they accompany a group? Should they interpret during dinner? Do you require a background check? Is there a dress code the interpreters should be aware of?
- ✓ **Accommodation:** If the interpreters do not live near the venue, would you be able to provide hotel rooms or would you like us to organise this?

In the run-up to the event

- ✓ **Room layout:** Where will the booth be located to ensure that the interpreters have a good view of speakers and screens?
- ✓ **Agenda:** Please don't forget to keep us in the loop about any changes to the programme.
- ✓ **Presentations:** Please ask your speakers to submit their presentations and manuscripts around two weeks prior to the event.
- ✓ **Media:** Will there be videos? It is vital that any videos (or transcripts) be provided to the interpreters beforehand. Will there be any music, do any segments of the programme rely on remote transmission?
- ✓ **Background information:** Please compile an information pack for the interpreters with any background info such as organisational charts, product brochures, etc.



- ✓ **List of speakers/participants:** Knowing who the speakers are and whose name may be mentioned during the event will ensure the interpreters can facilitate communication.
- ✓ **Equipment:** If you have booked interpreting equipment through us, we will ask you for the contact details of the venue's technicians so that we can coordinate the setup of the interpreting booth.
- ✓ **Accommodation:** Have hotel rooms been booked for interpreters and the sound engineer and has the hotel address been sent to them?
- ✓ **Travel:** What time will the interpreters arrive and how are they travelling? If you are planning a transfer (from the hotel to the venue) for your participants, have you also considered providing one for the interpreters?
- ✓ **Receivers and headphones:** Who will be responsible for distributing the headsets? If you wish, we can provide forms for people to leave their names in exchange for a headset.
- ✓ **Contact person:** Who will be the contact person for the interpreters on the day of the event? How can they be contacted? Have you been given the name and contact details of the head interpreter who will be your point of contact before and during the event?
- ✓ **Meeting point:** When and where should the interpreters meet?
- ✓ **Briefing:** Should the interpreters attend a short on-site briefing?
- ✓ **Inform the speakers:** Please let the speakers know that their presentations will be interpreted, and which presentation languages are possible.



- ✓ **Access for interpreters:** Will the interpreters need name badges to get in? Will there be a security check?

On the day of the event

- ✓ **Briefing:** Please plan to briefly meet with the head of the interpreting team.
- ✓ **Agenda:** Please don't forget to keep the interpreters in the loop about any last-minute changes.
- ✓ **Comfort:** Have you provided chairs and water for the interpreters?
- ✓ **Sound test:** Have interpreters and sound engineers performed a final system check?

After the event

- ✓ **Debriefing:** A few days after the event, we will contact you to find out if you were satisfied with our services. We always appreciate honest feedback.

If you have any further questions, please do not hesitate to contact us!

