

Interpretation: Practical advice and information to ensure the success of our services

Corporate Editions offers you the services of certified interpreters who specialize in your field. We also provide you with the necessary technical equipment for a successful event. At each step of the organization process, we tailor our interpretation to your needs, we consult you on equipment needs, and we prepare a follow-up document for you.

### **We offer you the following types of interpretation:**

Consecutive interpretation: Consecutive interpretation implies that the interpreter will provide a detailed translation of the speeches every few minutes. The interpreter will take note of both content and articulation while the speaker takes a silent pause. We use this method to interpret discussions between a limited number of people.

Simultaneous interpretation: Simultaneous interpretation is suitable for major meetings, conferences, and conventions. It allows for translation into one or more languages during the course of the conference without interrupting the flow of the speech. The interpreter will provide a verbatim interpretation with a very slight time lag so that information reaches listeners almost instantly.

### **Technical equipment**

For simultaneous interpretation, we offer you a range of audio equipment tailored to your logistical needs, the number of participants, and the type of the event.

Portable equipment: Light and removable equipment with microphones and receptors (headphones) suitable for events with a smaller target audience, such as visits, seminars, or trainings.

Sound-proof booths: This device enables interpreters to work at important meetings without interrupting the speaker with their presence in the hall. Expert staff will be in charge of the installation, disassembly, and smooth operation of the booth.

If needed, we can also provide you with a sound recording of the interpreting assignment.

### **Duties and responsibilities of an interpreter**

Interpretation is both physically and mentally exhausting; therefore, interpreters can only work in 45-minute shifts. We guarantee a consistent quality of interpretation by understanding the fundamental practices of our profession: for each event, we recommend you to work with two interpreters in one booth who will alternate in 45-minute shifts.

### **Instructions to follow in order to guarantee the success of our service**

To ensure the successful interpretation of your meeting or multilingual conference, we ask you to take note of the following:

- Provide our interpreters with pertinent information at least five days prior to—but preferably well in advance of—your event. This includes presentations, press releases,

all communications media, etc.

This is especially important for interpretation commissions that deal with figures, acronyms, technical information, all of which are difficult to translate with no preparation in advance.

We would also appreciate a detailed presentation before round table discussions or debates.

Our interpreters are not responsible for the simultaneous interpretation of videos or films if these were not provided to them a few days beforehand (due to problems with speech flow, vocabulary, language games, etc.).

- Remind participants of the presence of the interpreter and of the importance of clarity and monitoring their speech rhythm. Especially at general assemblies and question-and-answer sessions, the moderator should make sure that no communication is interrupted by:
  - Only allowing one person to talk at a time,
  - Repeating the questions and pausing for a moment so that the interpreter can translate the question. This is crucial at meetings where multilingual translation is required.
  - Sound recordings of our interpretation services are copyright and are hence subject to our prior agreement. In case you request this service, we will determine the billing rate based on your purposes with the recording.
  - Clients are responsible for covering transportation, accommodation, and meal expenses during the course of the event.

We look forward to working with you on your next interpreting assignment. Together we can ensure that your event will be a success.