



INTERPRETATION CHECK LIST

These essential points must be fulfilled to insure the success of a multi-lingual meeting or conference with simultaneous interpretation.

Always provide as many texts as soon as possible, and, in any event, within five days of the conference.

This is especially necessary for talks involving numbers, acronyms, and various technical data, as these are nearly untranslatable without reference to the written form.

For round table and panel discussions, always provide a list of the names of the persons present.

For general assembly meetings and question and answer periods it is the chairman's responsibility to insure that communications not be interrupted.

This implies:

Making sure that not more than one person talks at the same time

The chairman should repeat questions from the floor and allow a moment's pause for the simultaneous interpretation of the questions into the other language(s).

These elements are especially true for meetings involving several languages at once.

If all of the above points are observed, your multi-lingual meeting or conference should be a success.

Failure to observe any of these points may detract from the efficiency of your meeting and this will in no event be the responsibility of the interpreters themselves.