THE TEN GOLDEN RULES OF CONFERENCE INTERPRETING
OR SIMULTANEOUS TRANSLATION

1 • REMEMBER THAT YOUR MESSAGE HAS TO COME ACROSS IN OTHER LANGUAGES
Your company’s image may well depend on the accuracy of the translation of your webcast, press conference or international meeting. Include simultaneous interpretation in your planning at an early stage.

2 • USE PROFESSIONAL INTERPRETERS
Members of AIIIC, the International Association of Conference Interpreters, work to the requisite professional standard and guarantee the success of your event. Remember that simultaneous interpretation is a job for the specialist.

3 • USE A CONSULTANT INTERPRETER TO RECRUIT INTERPRETERS
These professionals are practicing interpreters who can use their contacts and experience to put together a first-rate team and, if required, arrange for the necessary technical equipment to be supplied.

4 • DO NOT WAIT UNTIL THE LAST MINUTE TO BOOK INTERPRETERS
These professionals are much in demand, whether you need rare languages, technical specialists or proficient generalists.

5 • VIEW THE INTERPRETERS AS PART OF YOUR TEAM
If they are included and properly briefed they will do a better job. Give them as much information, documentation and as many speeches as possible, preferably in advance.

6 • TELL THE SPEAKERS AND DELEGATES FROM THE OUTSET THAT THEY CAN USE THEIR OWN LANGUAGE, AND ENCOURAGE THEM TO DO SO
They should, however, speak at a reasonable speed and clearly articulate figures, acronyms and proper names.

7 • DON’T EXPECT THE IMPOSSIBLE
Interpreters are not machines; an excessive rate of delivery may lead to loss of information. Bear in mind that the constant and active concentration required makes this work mentally exhausting.

8 • TRUST YOUR PROFESSIONAL INTERPRETERS
They are subject to a code of ethics and bound by the principle of absolute confidentiality.

9 • ASSESS THE INTERPRETERS’ PERFORMANCE
Discuss it with the consultant interpreter after the meeting so that both sides can learn from the experience.

10 • STICK WITH A WINNING FORMULA
It makes sense to stay with a service provider you trust; Calliope-Interpreters’ worldwide network can provide the same quality wherever you meet.

www.calliope-interpreters.org