TIPS FOR SPEAKERS
HOW TO SPEAK AT MULTILINGUAL CONFERENCES

MAKING MULTILINGUAL CONFERENCES WORK FOR YOU

When attending a multilingual conference you should consider how your message will come across in other languages. The interpreters are there to help the conference run smoothly. Here are a few tips based on our years of experience:

- **SPEAK AT A REASONABLE PACE**
- **SPEAK INTO THE MICROPHONE**
- **SPEAKING IS BETTER THAN READING**
- **SAY FIGURES CLEARLY**
- **EXPLAIN ACRONYMS**
- **MAKE SURE THE INTERPRETERS HAVE YOUR TEXT OR PRESENTATION**

REMEMBER

Your message may not come across fully when you just read from a text. Try to speak freely or using brief memory notes.

The interpreters should receive all speeches, technical documents and PowerPoint presentations preferably in advance to ensure thorough preparation of the issues and technical terminology in the various conference languages. All documents will of course be treated with the utmost confidence. On the day of the conference the interpreters will translate what is actually said.

Please contact your interpreters if you have any questions or wish to suggest the right specialist terms. Feedback is always much appreciated.

www.calliope-interpreters.org