

## CONFERENCE PLANNER FOR INTERPRETATION

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**BRÄHLER** have put the following notes together to help guide you through a successful multilingual conference.

The reason for any meeting is to impart or exchange information, opinions and ideas. To do so effectively, and to make full use of your time together, you must fully comprehend each other.

If you are planning an International meeting then the need for understanding is even greater. Not only do you have the task of putting your ideas across clearly but you have to break the language barrier as well. You must ensure that those not understanding your language fully comprehend your ideas in their language and visa versa. To that end the interpretation services you employ could make or break your congress.

Interpretation is such an integral part of any international congress as to be one of the highest priority's in event planning. As such it must be taken into account from the start and adequate provisions made.

### **Interpreters.**

- 1.** Ascertain the languages spoken by your speakers and delegates and whether or not the mastery of those languages is enough for the content of your congress. Once this information is known then one can proceed with booking interpreters.
- 2.** Interpretation is a very stressful profession. Because of this interpreters work in pairs and usually for no more than 30 minutes at a time before their colleague takes over, therefore providing a continuously high standard. This should be noted to ascertain staffing requirements.
- 3.** The Interpreter must prepare for a meeting. To help them to do this you must tell them of any speciality subjects covered i.e. Medical, Electrical, Legal, Mechanical etc.. If you can, provide any scripts and notes that might be used, and also printed copies of any slides or overhead projections. If showing a film or video, obtain a script and arrange for a copy of the video to be sent to the interpreter before hand.
- 4. BRÄHLER** advise that you use only qualified conferencing interpreters who have worked in a Simultaneous Interpretation environment before. It is a very specialist profession.
- 5. BRÄHLER** can sound record any part of the interpreted proceedings, to aid in minute taking, provided that the necessary copyright permission has been sought from, and given by, the interpreters before hand.

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### Equipment.

1. The portable booths in which the interpreters work must conform to the recognised standard of ISO 4043. This specifies the size and sound attenuation qualities of the booth. All **BRÄHLER ICS UK** portable booth stock conform to ISO 4043. **BRÄHLER** booths have approximate external measurements of 1660 x 1660 x 2100mm (D x W x H). The height also allows for ventilation fans. To allow access into the booths the door in to each booth needs a swing of 750mm. The booths must be placed in line of sight of the meeting. If this is not possible then extensive Closed Circuit Television (CCTV) must be provided.
2. When you choose your venue please allow for the sighting and space requirements of the booths. If you are unsure of your venues suitability, **BRÄHLER** will, upon request, conduct a site survey when ever possible.
3. To enable the interpreters to hear the proceedings, all active participants must have access to a microphone, including the top table, lectern and the audience (for Question and Answer sessions). All other sound sources must also be fed to the interpreters. i.e. Video etc.. **BRÄHLER** can provide all the necessary microphones and can interface with any other audio sources.
4. All delegates requiring interpretation will need a **BRÄHLER** wireless infrared headset and receiver. This allows the delegate to listen in comfort to their desired language. It is stressed that in a presentation given in one language questions may be asked in another, so requiring all participants to make use of the interpretation system.
5. Please advise **BRÄHLER** in advance of any delegates requiring any special hearing needs.

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### Planning

When planning a congress the following information will be useful to **BRÄHLER** when compiling a quotation for equipment.

1. Congress Name / Title.
2. Congress Dates, Start - Finish.
3. Set up times. Room availability in Hotels.
4. Number of Delegates requiring interpretation.
5. Congress venue.
6. Congress type. e.g. Presentation with Q&A
7. Seating plan. e.g. Theatre style (With proposed booth position marked)
8. The languages that will be used (Don't forget English as 1 of your languages!).
9. Audio requirements, number of Microphones, other possible sound sources.
10. Are any rehearsals required.
11. Are there any early morning starts or late night finishes.

Other factors to be considered.

1. Sustenance for interpreters and technicians during congress period.
2. Accommodation for interpreters and technicians during congress period.
3. Parking facilities for interpreters and technicians during congress period.

**BRÄHLER ICS UK Ltd** hope that the above notes will help you plan your congress. If you have any other questions then please do not hesitate to contact us

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