

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 can well depend on an accurately translated press conference, international meeting or webcast. Include simultaneous interpretation in your planning at an early stage.
2. Use professional interpreters. Members of the International Association of Conference Interpreters (AIIC) 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. He or she is a working interpreter who can use his contacts and experience to put together a first-rate team and, if required, arrange supply of the necessary technical equipment.
4. Do not wait until the last minute to book interpreters. 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 language, and encourage them to do so. They should however speak at a reasonable speed with clear articulation of figures, acronyms and proper names.
7. Don't expect the impossible. An interpreter is not a machine and cannot perform by rote. Please bear in mind that the constant and active concentration required makes this tiring work.
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 and Calliope-Interpreters' worldwide network can provide the same quality wherever you meet.

