

## Simultaneous (Conference) Interpreting Solutions

### Effective communication at multilingual conferences and events



Planning an event or conference requires exceptional coordination skills and close attention to detail from beginning to end. When multiple languages are involved, a new set of challenges arise which require the involvement of a professional language service provider that can provide simultaneous (conference) interpreting services, equipment and operational support.

#### WHAT IS SIMULTANEOUS INTERPRETING?

“Simultaneous interpreting” requires a linguist to comprehend what a speaker says in one language and *immediately* relay that same message in a different language to the audience. Simultaneous interpreting is commonly referred to as conference interpreting when delivered in a conference-type setting.

#### A QUALITY SOLUTION WITH SIMPLE LOGISTICS

There are three primary components in an integrated solution: interpreting services, equipment, and operations. Having one professional language service provider deliver the entire solution will shorten your things-to-do checklist and help ensure requirements are appropriately addressed to ensure the highest quality results.

#### SERVICES ARE AVAILABLE WITH OR WITHOUT EQUIPMENT

##### Interpreter Selection

*The highest volume pairing is English and Canadian French . Most languages are available when booked early.*

- Professional interpreters
- Half-day or Full-day bookings accepted
- Minimum of 2 interpreters per language

##### Equipment

*High-quality equipment for stationary installation or portable equipment when moving around is required.*

- Soundproof interpreter booths or desktop units
- Master control panels and transmitters
- Interpreters’ consoles
- Portable receivers and headsets for attendees
- Crystal-clear sound

##### Operations

*Experienced support staff will oversee all phases of activity and remain on-site to ensure excellence.*

- Scheduling and coordinating
- Packing and equipment deliveries
- Set-up and strip-down services
- On-site technical support

## INTERPRETER QUALIFICATIONS

Conference interpreting requires special training and is challenging for an interpreter as they must be able to keep pace with the speaker. Minimum requirements include two or more of the following:

- University degree or equivalent
- 2-3 years experience in the field
- MCI (Master of Conferencing Interpreting)
- AIIIC-certified (highest level of certification)
- Certified by the Translation Bureau

## THE INTERPRETERS' WORK ENVIRONMENT



Interpreters prefer working in a soundproof booth, or behind a custom desktop unit, where they can see the speaker(s). This lessens distractions and keeps background noise to a minimum.

An interpreter's voice is transmitted clearly to the attendees' receivers and headsets via digital or radio-wave based technologies. Interpreters can also work remotely.

## THE IMPORTANCE OF ADVANCE BOOKING

Our goal is to help your conference or event be a great success. To do that, we require a complete understanding of your project before providing you with advice, a quote and our timelines for the provision of services. Since most conferences are planned months in advance, we ask that you contact us once your conference or event has been confirmed. Providing as much lead time as possible ensures the availability of the best qualified interpreters, the required technical equipment and on-site technician(s).

## BRIEFING THE INTERPRETERS

At least 10 days prior to the scheduled date(s), we need to prepare the interpreters so they can deliver the best possible results. We usually request:

- Documentation on the subject matter
- Direction on any required research
- The conference/event agenda
- Biographies of guest speaker(s)
- Speeches and PowerPoint presentations
- Conference website URL
- Special terminologies (in the source and target languages)

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**For more information, please contact:  
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