



## Information about simultaneous and consecutive interpreting

### Simultaneous interpreting must be carefully prepared

To give you the finest possible service, our interpreters must make specific preparations for your particular business, the meeting and subject matter.

### When making an enquiry or placing an order, please send us:

- details of the programme with the names of speakers/participants and the subjects to be discussed
- company brochure and prospectus, general information
- E-mail and web address

### We also require the following documents at the latest 1 week before the Congress:

- scripts and papers which must be available before the event (ideally in Word or PowerPoint format)
- any changes; name of person responsible at the event

### Working times

For simultaneous interpreting missions, two interpreters alternate. For consecutive interpreting, the interpreter must take a break of not less than 5-10 minutes every hour. The maximum daily mission time is 6 hours.

### Visual contact – information for speakers

Please help the interpreters to maintain direct uninterrupted visual contact with the speakers and, where appropriate, the screen. That will make it easier for us to provide the best possible service. Please ask speakers to show consideration for the interpreters by not speaking too fast and by taking brief pauses.

### Film extracts

If films are shown and also have to be translated, please inform ITSA before placing the order. The films must be made available to the interpreter in advance; please also make sure that the film sound track can be heard in the interpreters' booth.

### Congress technology; how to avoid stress

Reliable and effective technical facilities are vital for perfect interpreting. We cooperate with long-standing partners. For personal guide systems or interpreters' booth and congress

technology, our partners take technical responsibility for your needs; on request, they will send their offer and bills to you directly. The technical equipment is right when you do not even realize it is there.

### **Local provision of congress technology**

If the technical facilities for the congress are not supplied by our technical partners, please note the following points:

### **Local technicians**

Our interpreters do not always have technical expertise. Please make sure that a technician is available in the room throughout the event. Buzzing, humming or distortion in the headphones are a stress factor. They are extremely disagreeable for your listeners and also disturb the event, the speaker and the participants and make our interpreters' work more difficult.

Whisper systems must be delivered to the required address on the previous day (please indicate the name of the person to contact with mobile telephone number) and collected one day after the event from a specified address and person. For events lasting more than one day, the organizer is responsible for charging the headphones.

### **Congress starting time**

If the congress begins in the early morning, our team may already have to arrive on the previous evening, depending on the ease of access of the event venue. You may find it useful to bear this factor in mind in your planning to avoid higher costs. A 10 am start will generally enable the interpreters to arrive on the same day.

### **Correct appraisal of the subject matter and degree of difficulty**

Interpreting is an arduous task. Doubling up is therefore not unusual because the subject matter is often difficult. We will organize the right number of interpreters for your event.

### **Confidentiality and discretion**

By the nature of their work, our interpreters are used to dealing with confidential matters. If scripts and presentations are withheld from them until the start of the congress for security reasons, their work will be more difficult. A secrecy agreement will protect you.

### **Uncertainty/Time pressure on congress organization**

We will be happy to help you. Please contact us if you have any questions about the best organization of your congress.

### **Copyright**

The fee covers the spoken word. If interpreting is done via a second language (relay) at an event, the interpreter's consent must be obtained in writing. Tape recordings and filming must be specifically approved by ITSA.

### **Consecutive interpreting**

Consecutive interpreting takes place with a time lag, in other words the interpreter makes notes during the presentation and then uses those notes to provide the translation. In that case, simultaneous interpreting equipment is not needed.

Another variant is negotiation interpreting; this is used mainly for small discussion rounds.

### Rates for interpreting services:

**Maximum daily working time 6 hours – conference start not before 10 am**

#### **Simultaneous interpreting:**

Daily rate per simultaneous interpreter **from CHF 1,200.– to around CHF 1,600.– basic daily charge, plus VAT at 7.6%**

#### **Consecutive interpreting**

Daily rate per consecutive interpreter min. **CHF 180.– to CHF 250.– per hour, plus VAT at 7.6%**

Minimum mission time: 3 hours (including travel)

#### **Other costs**

Expenses (daily allowances, compensation for travel time and arrival on previous day if necessary, 1st class rail travel) together with simultaneous interpreting equipment and other technical aids on request.

Please do not hesitate to contact us if you have any further questions. Our advice will help to make your event a great success. We will be happy to submit a reasonably priced offer tailored to your specific needs.

We wish you every success with the preparation of your congress and assure you of our full support.

Yours sincerely,

Your ITSA Team

Bern, 22.12.2008