

ADVICE FOR EVENT ORGANISERS AND SPEAKERS

on their contribution towards ensuring effective multilingual communication

A team of professional conference interpreters to facilitate communication among people from different language and cultural backgrounds should be considered as your front-line ally in communicating your message effectively to your audience. You can help those front-line allies provide a professional service by adding their needs, detailed below, to your **meeting checklist**.

1. **Documents: Please send your interpreters any documents which could help them prepare for their assignment.**

Bear in mind: you have invested many hours preparing your meeting / your presentation, have meticulously showcased its focal points and have honed the wording of your message to achieve the impact you sought. If your interpreters are to be able to communicate that message as powerfully and as well formulated in other languages as you do in your own language, they need to be able to read and study a copy of your written speech or PowerPoint presentation in advance of the live event. Interpreters are happy to receive a provisional version of your presentation or some outline notes – they don't expect the final version which will probably not be ready until shortly before the event. The interpreters will study your material to acquaint themselves with the subject matter and the terminology. And because interpreters do not translate word for word but seek instead to convey your message, they will be capable of doing their job if you choose to speak without a manuscript.

2. **Confidentiality:** aiic interpreters are required by their code of professional conduct to treat all information made available to them in strictest confidence. If requested, they will return your documents after the meeting.

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3. If you intend to show a PowerPoint presentation, video clips, etc. and want the spoken text to be interpreted, please provide the interpreters with the PPT file or the film script in advance of the meeting. Because the interpreters' booths are usually at some distance from the projection screen, it is important that the interpreters have the documents in electronic format so that they can follow the presentation on their laptops.
4. Please pay attention to your speed of delivery and bear in mind that if you read your presentation you are likely to speak faster than if you were extemporizing. A presentation which is delivered too fast will forfeit much of its intended impact if it cannot be "followed" with the desired degree of attentiveness and interest – either by those who are listening to you direct or by your interpreters. If you are using simultaneous interpreting for the first time, we suggest a test run in advance to monitor your pace. The correct delivery speed is roughly three minutes per 100 words or per A4 page with 30 lines of text.
5. If you know that you will be turning away from the lectern, for example to point to elements on the screen, please be sure to wear a lapel-type microphone.
6. If you are participating in a panel discussion and expect to take questions from the audience, please be sure to have a headset at hand so that, if necessary, you can listen to the interpreted version of the questions.
7. **Briefing:** You are advised to schedule a briefing with your interpreters before the beginning of the meeting or, if the sessions are themed, before each session. The purpose of this briefing is to give the interpreters an opportunity to clarify any queries they may have regarding the content of your presentation or the terminology used.

Thanking you in advance for taking note of these points and wishing you a successful event,

Your team of interpreters
from Dialog International GmbH

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