

## ADVICE FOR SPEAKERS

Interpreters convey the speaker's message.

You can help the team of interpreters to do so by heeding these suggestions.

1. Let the coordinating interpreter have a copy of your text, speaking notes and/or list of technical terminology beforehand.
2. If your presentation is somewhat technical, a prior briefing with interpreters may be arranged to ensure that your message is conveyed clearly and accurately.
3. If you wish to use slides or a video during your presentation, let the interpreters have a copy of the script or slides. Their booths may be quite a distance from the screen, so this is very useful for easier reading.
4. Speaking freely – even if you use notes – allows for more effective communication than reading a speech. (When a text is read, the speaker tends to speed up and to use less intonation; allow approximately 3 minutes per page of 40 lines.) Please speak clearly and finish your sentences.
5. AIIIC interpreters are bound by professional secrecy. They shall treat any texts they are given as confidential documents and will, on request, return them to the speaker.

**Information provided by the interpreters of ESPaicc – Spanish Region of  
AIIIC (International Association of Conference Interpreters),  
to help make your meeting a success.**

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