

USEFUL TIPS FOR HOTELS AND MEETING VENUES

1. THE **QUALITY** OF INTERPRETATION DEPENDS ON:

- thorough preparation of the meeting
- meticulous coordination

2. THE **CLIENT** IS ENTITLED TO EXPECT:

- experienced professional interpreters
- high quality interpretation equipment and competent technicians

3. THE CONSULTANT INTERPRETER

- sets up the team of interpreters
- works closely with the hotel or conference venue manager

4. TO ORGANISE A TEAM OF INTERPRETERS, THE CONSULTANT INTERPRETER WILL NEED THE FOLLOWING INFORMATION:

- subject and programme of the meeting
- dates and timetables
- languages to be used by speakers and participants
- type of interpretation required: simultaneous or consecutive
- number of meeting rooms where interpretation will be provided
- technical equipment and sound system requirements

**Information provided by the interpreters of ESPaiic – Spanish Region of AIIC
(International Association of Conference Interpreters)**

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