

THE AIIC CONSULTANT INTERPRETER

An AIIC consultant interpreter (CI) will apprise the conference organiser of all matters related to interpretation, and will also act as liaison between the organiser and the team of interpreters.

The CI's experience will make a key contribution to the planning and overall success of your conference. The CI can assist you in the following stages:

Conference preparation

- The CI can advise you as to the most appropriate mode of interpretation (simultaneous or consecutive).
- The CI can also provide valuable advice about aspects such as the choice of passive and active languages, length of working days, number of rooms where interpretation services are to be provided, etc.
- For the choice of conference venue, the CI can help you ensure it suits your needs (as regards seating capacity, location of interpreters' booths, etc.) and will advise you as to the suitability of the technical system, in particular whether or not it complies with the requirements of ISO standards.
- The CI will select the most suitable interpreters according to their experience and language combination and ascertain their availability for the dates of the conference.
- For meetings of a highly specialised nature, the CI may suggest that the contract provide for a briefing session for the interpreters.
- In the light of all the above, the CI will draw up an estimate.

After acceptance of the estimate

- The CI will send individual contracts to the interpreters and to the organiser for signature.
- The CI will assign the interpretation team to the various booths and rooms, designate a team leader for each room, and provide this information to the conference organiser.
- The CI will help the organiser coordinate the dispatch of documents (including the conference programme, minutes of previous meetings, abstracts, etc.) to interpreters.

Before the start of the conference

- The CI will check that the booths and projection screens are located appropriately, and check together with the sound technician that the interpretation equipment is in perfect working order.
- The CI will find out about any last-minute changes in the programme and adjust interpretation teams accordingly.
- The CI will collect any last-minute documents and distribute them to the interpreters.

At the end of the conference

- The CI will collect and check interpreters' invoices and make arrangements with the client for settlement.
- Last but not least, the CI will ascertain that the interpreters' performance was satisfactory, and will take note of any aspects that could help improve it on future assignments.

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

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