

## **INFORMATION FOR PCOs (PROFESSIONAL CONFERENCE ORGANISERS)**

When organising a conference where interpretation services will be required, bear in mind that recruiting **professional interpreters** will make a crucial contribution to its success.

Why not get in touch with an **AiIC** consultant interpreter, who will advise you and draw up an **estimate** tailored to your client's requirements? All that is needed is the **following information**:

- subject and programme of the conference
- place, date and schedule
- languages to be spoken by speakers and participants
- mode of interpretation required: simultaneous or consecutive
- number of conference rooms with interpreting
- technical and sound systems

### **Documents**

In order to provide a service of the highest **quality**, interpreters need to prepare for the meeting beforehand. Therefore, please make sure that the following documentation reaches the interpreters in good time:

- the conference agenda and/or programme
- minutes of previous meetings, reference material, relevant articles, abstracts, etc.
- a list of speakers, indicating their country of origin and language
- texts of any presentations to be read during the conference
- any texts sent to the organisers by speakers
- if audiovisual aids (slides, videos, etc.) are to be used, a copy of the scripts
- any documentation to be sent to conference participants

If the meeting is of a highly technical nature, it may be advisable for the contract to provide for an **information and terminology briefing session** for the interpreters in advance of the conference.

### **Technical equipment**

The **AiIC** consultant interpreter will be glad to provide advice on technical aspects of interpretation, such as:



- number of receivers for speakers and delegates
- number of booths and channels (as a rule, one per language)
- sound system, fixed and roving microphones, etc.
- siting of booths and projection screens

The **AiIC** consultant interpreter will liaise between the PCO and the team of interpreters. It is helpful if the PCO, similarly, designates someone to interface with the consultant interpreter.

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

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