

GOLDEN RULES FOR CONFERENCE ORGANISERS

AIIC recommends the following steps to hiring interpreters:

- Ask an **AIIC** consultant interpreter for advice and quotes.
- Discuss types of interpretation (simultaneous or consecutive) and equipment required before finalising the venues. Use interpretation equipment which conforms with ISO standards.
- Insist on **professional** interpreters. Do not sacrifice quality for the sake of false economies. Sign contracts with individual interpreters to ensure their availability.
- Send conference documents to interpreters as soon as available.
- Keep sessions to maximum three hours. Remember the effect of stress and fatigue on interpreters, as well as delegate attention span.
- Brief delegates and speakers on the use of interpretation and equipment before the conference starts.
- Appoint a representative to liaise with the interpreters' team head throughout the conference.
- Make sure that the interpreters receive copies of any texts to be read by speakers as well of all documents which are distributed to delegates.

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

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