

Info sheet for on-site meetings

The information compiled here give a summary of the informations useful when determining which solution is best for interpreting your multilingual event.

General information

- Type of event / topic / speakers
 - Is a *sworn* interpreter needed?
 - Expected number of participants
- Date / duration including breaks
- Conference language / languages to be interpreted into
- Contact person before / during the event
- Are preparatory materials available to be forwarded to the interpreter?
(Manuscripts, presentations, list of speakers / guests)
 - Is a translation of event documents needed?

Equipment

- Has a technician been hired already or would you like a recommendation / quote?
- Conditions on-site: is the necessary equipment available on-site
(interpreting booths, microphones, headphones)?

Arrival / accommodation

- What is the preferred mode of travel for the interpreters?
- What kind of accommodation is planned for the interpreters?
 - Should the interpreters organise accommodation themselves or is there an option to stay on-site?

