

AICE

conference interpreting the AICE way

Some helpful advice on multilingual communication at international events

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Getting
started

Interpretation or translation?

Interpreting is the process of conveying a message spoken in one language into another.

Translation is a similar process, but applies to written texts. Interpreting and translating are two different professions, with distinct job specifications.

What can you expect from conference interpreting?

If the **interpreting service** is well-organized and being provided by professional interpreters, listeners will receive the same content - nuances included - in the interpreted version as in the original spoken message, and in the case of simultaneous interpreting, in real time.

Finding a supplier

There are several types of supplier that can cover your interpreting needs including: professional conference organising agencies, audiovisual companies and interpreters themselves.

To guarantee optimum communication at your event it is essential to make sure you are recruiting professional interpreters. To do so, you can ask for their curriculum vitae, check they have the necessary qualifications, previous experience and whether they are members of a professional body such as the **Asociación de Intérpretes de Conferencia de España (AICE – Spanish Conference Interpreters Association)**.

As one of the longest-standing professional bodies in Spain, AICE provides international event organizers with quality assurance. All AICE members have passed a tough entrance process to verify not only their language skills, but also many other aspects of professional conduct.

For difficult events, such as medical conferences, AICE recommends you first check that the interpreting team you are recruiting has the necessary expertise in this area.

One-way and two-way interpreting

In a **one-way booth**, interpreters work from other languages exclusively into their mother tongue. This means, for example, that if the conference languages are Spanish, Italian and French, you will need three booths, one for each language. In a **two-way booth**, interpreters are able to work into two languages so that if, once again, the conference languages are Spanish, Italian and French, in this case only two booths are necessary; one for French <-> Spanish and the other for Italian <-> Spanish. The kind of event and available funds are what dictate which of these set-ups is the most appropriate.

the consultant- interpreter

**Putting their expertise at
your disposal before and
during the event**

Before the event

Pre-event advice

Whichever interpreting supplier you choose to use, it is important to get **advice on the specific needs of the event**. This pre-event stage is essential to obtain a quote that truly reflects your interpreting and equipment needs.

Many conference organising agencies can provide you with an **initial idea** of interpreting requirements, using information such as the number of working sessions the event is to have, or can put you in touch directly with a consultant-interpreter who will lead you through the whole process right up to the event and will be able to answer any queries you may have.

Before providing you with an idea of cost, the **consultant-interpreter** (or conference organising agency) will look at the programme and timetable of the event, as well as the number of languages required. They can then make recommendations on the most appropriate kind of interpreting, number of interpreters required and working hours.

Although it is best to recruit interpreters locally where the event is to be held, sometimes it is necessary to bring in interpreters from outside. In this case the consultant-interpreter will specify any additional costs involved.

Documentation – a vital tool

Once the preliminary stage is finished and an agreement on interpreting needs reached, the preparatory stage begins, when interpreters study the subject matter and specialist terminology to be used at the meeting. To help them do this, the event organisers should send to their contact person all the documentation relevant to the meeting such as: **the programme, working documents, a list of participants, speeches, web-sites and Power Point presentations**. A key element in successful communication is well-documented interpreters.

During the event

A consultant-interpreter can also be at your side during the event to coordinate the interpreting team and as a **contact person** for the organisers should any last minute needs or changes crop up, such as programme alterations, the arrival of additional documentation, sound checks etc.

Working hours

Short conference - 1 interpreter

An interpreter can only work alone for an absolute maximum of 90 minutes. If you think your event will last longer, two interpreters should be recruited and they will take turns.

Half a day and a full day – 2 interpreters

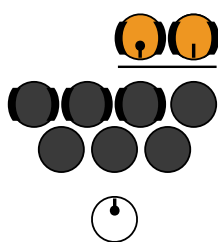
Half a day is considered a maximum of four consecutive hours of interpreting time and a full day, seven hours. Overtime will be charged per interpreter for every hour (or fraction thereof) over the maximum of seven. When calculating a working day, start time is deemed to be the time that appears on the programme and coffee breaks and lunch time are subtracted from the total number of working hours. Interpreters always arrive 30 minutes before the meeting, but we recommend that you agree upon this with your team beforehand.

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different kinds of interpreting

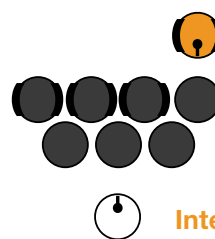
Simultaneous interpreting

Simultaneous interpreting is real-time interpreting. This is the most dynamic and free-flowing kind of interpreting and is appropriate for almost all kinds of events. There are three different types of simultaneous interpreting:



Interpreting in a booth

Requires: a soundproof booth with interpreting equipment, a PA system and a sound technician.
Ideal for: conferences, symposiums and seminars.

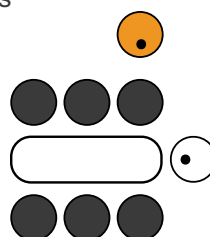


Interpreting using a portable system

Requires: a portable system.
Ideal for: guided factory visits and small, ad hoc meetings.

Whispered interpreting

Requires: the interpreter needs to be able to hear the original sound clearly.
Ideal for: interviews, visits and other brief meetings in which only one or two people are unable to understand the languages being used.



Interpreter



Speaker



Participant



Headset



Speaks



Microphone

Consecutive interpreting

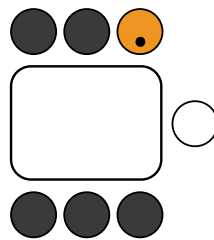
The interpreter takes notes during the speaker's intervention and translates afterwards.

Consecutive interpreting

Requires: that the interpreter be able to clearly hear the original. He/she should have a space to take notes. Cordless microphones without a stand are not recommended.

Ideal for: bilateral negotiations, press conferences, protocol speeches, banquets.

Time considerations: When calculating how long a meeting using consecutive interpreting will take, remember that each speech will be followed by its translation, lasting approximately 80-90% of the original speech.



○ Interpreter

○ Speaker

● Participant

() Headset

● Speaks

| Microphone

A different kind of interpreting to suit every event

	Simultaneous	Consecutive	Whispered*	Portable**
Conference, speech, lecture	0			
Symposium	0			
Course / Training seminar	0	0		
Business presentations	0	0		
Board meetings and assemblies	0			
Conventions	0			
Negotiations		0	0	
Factory/site visits		0	0	0
International projects, programmes and collaboration.	0			
Banquets	0	0	0	0
Press conferences	0	0	0	0

*For a maximum of three people and providing the technical requirements are met.

** Depending on the noise level.

Equipment

**For simultaneous
interpretation in a
booth**

What kind of equipment do you need for simultaneous interpretation in a booth?

Equipment specially designed for interpreting is used in a booth. It must function properly if communication is going to be successful.

You can hire simultaneous interpreting equipment through a conference organising agency, an interpreter or directly from the audiovisual company.

There are European guidelines on booths. It is important that the equipment you hire meet these guidelines which cover:

- **Booth size**
- **Sound proofing**
- **One interpreting console per interpreter, with volume, treble and base controls.**
- **Individual lighting**
- **Guaranteed visibility of speakers**
- **Visibility of the presentations being shown in the conference room**

If the booth is to be set up outside the conference room it should have two CCTV screens, one focused on the speaker and the other on any information being projected.

For any additional information on the technical requirements for designing and/or using interpreting booths please consult the following ISO standards:

Fixed booths: **ISO 2603**
(corresponds to UNE 74162:2000 AENOR)

Mobile booths: **ISO 4043**
(corresponds to UNE 74163:2000 AENOR)

A word of advice

To get the best out of conference interpreting, speakers need to be aware that what they are saying is being interpreted. We recommend that event organisers send out AICE's **“Recommendations for speakers at multilingual events”** to all speakers they invite to participate.

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