PRACTICAL PREPARATION CHECKLIST

Preparing an event with interpreting

Subject, people, time and sound: four things to settle before the invitations go out.

1. Define the conversation

Will there be presentations, negotiations, training or a site visit? How many people will speak and listen? Consecutive interpreting needs time for pauses; simultaneous interpreting needs suitable equipment and staffing.

2. Share materials in advance

An agenda, slides, speaker biographies, organisation names and any existing glossary help preparation. A working draft is useful too, provided it is clearly marked as such.

3. Check the technical arrangements

For online or hybrid events, agree the platform, audio channels and a technical test. For in-person work, check the booth, microphones, receivers and support needed for the chosen format. Do not leave sound arrangements until the audience arrives.

4. Plan any written record

If you need minutes, a transcript or a decision summary, say so in advance. Staffing, recording arrangements and delivery need to be planned; recordings also require appropriate notices and authorisations.

Ready to send

[ ] Subject, date, location and duration

[ ] Languages, speakers and audience size

[ ] Materials and technical test

[ ] Team, breaks and written record

Timing and price are confirmed after reviewing your requirements. Please call for urgent work.