

Checklist for Interpreting Assignments

- What type of event is involved?
(E.g. conference, podium, plant tour, works council meeting, company anniversary, meeting, etc.)
- Date and timeframe of the event
- What is/are the conference language(s)?
- What is/are the language(s) into which proceedings are to be interpreted?
- How many people are participating?
- How many people will listen to the interpretation?
- How large is the space in which the event will be held?
- What are the timeline and sequencing for the event (e.g. agenda, order of business, event schedule)?
- Is conference technology (e.g. microphones & loudspeakers) required along with interpretation technology?
- Are there plans for active requests to speak on the part of listeners? If so, over what period of time and to what extent (individual questions, lively exchange, in-depth discussion)?
- Are audio or video recordings of the interpretation planned?
- Are there special aspects to be considered?

In the event of collaboration, please think of the following preparatory materials for the interpreters:

- Meeting agenda/order of business
- Files/manuscripts with presentations, remarks, etc.
- List of speakers and their positions
- List of participants
- Contact person(s) for the event

**Please do not hesitate to contact us with any questions you may have;
we look forward to hearing from you.**

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