



Dolmetscher- und Übersetzervereinigung

Seit 1951 – Depuis 1951 – Dal 1951 – Since 1951

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Are you planning to hold an event in two or more languages for which you need interpreters? Here are a number of points that you should bear in mind:

1. Selecting the correct type of interpreting

Nowadays, **simultaneous interpreting** is the most efficient form of interpreting. All the participants hear everything at virtually one and the same time. This ensures that no time is lost. No one has to listen to everything in two or more languages, one after the other, as is the case with consecutive interpreting.

Consecutive interpreting – here the interpreter does not speak at the same time as the speaker but only at the end of a speech, or after individual paragraphs of the speech. While this can still be a suitable form of interpreting for specific occasions (such as after-dinner speeches), it does not generally meet up to present-day requirements.

Liaison interpreting is the correct form of interpreting for a very small group (about two to four people) who are conducting a conversation or negotiations in two different languages.

2. Technical equipment

Simultaneous interpreting requires **interpreting booths and audio equipment**. These can be either permanently installed systems or portable ones (interpreter consoles, headphones for participants, microphones and loudspeakers in the room).

The technical equipment can be rented from specialist suppliers or directly via the DÜV agency.

3. Preparatory documents for interpreters

The quality of an interpreter's work is determined to a decisive extent by the opportunity that they have to prepare for a meeting. The more extensively an interpreter can familiarise themselves with the specific topics being covered beforehand, the better the quality of their work will be.

Meeting organisers will derive the greatest benefit from the interpreters' work if they provide the interpreters with the following **documents** as early on as possible in the run-up to the meeting – these can be either the definitive or provisional documents:

- manuscripts of speeches (where these exist) or an indication of the contents/abstracts
- files with the slides that are to be projected during speakers' presentations
- the general meeting documents that are made available to the participants (programme, agenda, etc.)
- general information on the topics to be covered at the meeting

4. Contact for the interpreters at the meeting

Meeting organisers will benefit more from the interpreters' work if they appoint one of their staff to act as a **contact** for the interpreters at the meeting.

Nowadays, the documents that the interpreters require for their preparation frequently only arrive at the very last minute. The person appointed as the contact for the team of interpreters at the meeting should focus on obtaining any still outstanding documents from the speakers as they arrive and should pass these on to the interpreters (on a USB stick, for example).

In the meeting room, it is important for the booths to be positioned so that the interpreters have as clear a view as possible of what is happening (primarily a view of the speakers and the projection screen, although also of the meeting room in general).

Agentur der Dolmetscher-
und Übersetzervereinigung

Lindenschtrasse 7 | P.F. | CH-8042 Zürich
Telefon: +41 44 360 30 30
Telefax: +41 44 360 30 33
agentur@duev.ch

Agence de l'Association
d'Interprètes et de Traducteurs

Rue Guillaume-Tell 6 | C.P. | CH-1211 Genève 1
Téléphone: +41 22 906 48 17
Télécopie: +41 22 906 48 90
agence@duev.ch

Agenzia dell'Associazione
Traduttori e Interpreti

Casella postale | CH-8807 Taverne
Telefono: +41 91 945 43 67
Telefax: +41 91 945 43 83
agenzia@duev.ch