

## **PROFESSIONAL CONFERENCE INTERPRETING STANDARDS**

### **Simultaneous interpreting**

Due to the demanding nature of the job and the high level of concentration necessary, simultaneous interpretation is always performed by a team of no fewer than two interpreters, who take turns at regular intervals.

In exceptional cases, at some events which last less than one (1) hour, the interpretation can be provided by a single professional simultaneous interpreter.

Interpreters should be provided with written speeches and presentations in advance, which will enable them to prepare well for the assignment, especially if the speakers intend to read out their texts.

The position of the interpretation booth within the conference hall should be such as to ensure the interpreters a direct view of the speakers and projection screen.

### **Consecutive interpreting**

In the case of consecutive interpreting, the number of interpreters depends on the nature of the event, its duration and the interpreters' work load:

- if interpretation is provided during a seminar, workshop or lecture, the high mental and physical exertion requires that it be provided by a team of two professional interpreters who will take turns in their work;
- if interpretation is provided at a meeting with a small number of participants and of a duration of less than three (3) hours, one professional interpreter may be sufficient, but if the meeting is scheduled to last for more than three (3) hours, a team of two interpreters is necessary;
- if interpretation is provided during an expert mission or study visit, with various meetings and presentations held during the day, it is always provided by a team of two professional interpreters who take turns in their work;

- if interpretation is provided during a meeting scheduled to last for a whole day (excluding the lunch break, i.e. for about three hours in the morning and three hours in the afternoon), it must be provided by a team of two professional conference interpreters.

### **Whispered interpreting (*chuchoutage*)**

Whispered interpretation is only used during short events, or parts of events, and only for one or two participants. Due to the strenuous working conditions and the greater noise which disturbs other participants, this type of interpretation is not suitable for longer events or all-day lectures and workshops and similar gatherings. The required number of interpreters depends on the situation, and for any event of more than one hour, it is necessary to have two interpreters.

*Interpreters' work carried out in keeping with professional conference interpreting standards is a guarantee that the message the speaker wishes to communicate to his audience will be transmitted accurately and completely.*

*The employment of professional interpreters and their preparation for the assignment are necessary conditions for high-quality interpretation, and thus also for the successful outcome of the meeting or conference.*