

PROFESSIONAL CONFERENCE INTERPRETING STANDARDS

All gender-specific terms used in this text apply equally to both men and women.

Simultaneous interpreting

Given that simultaneous interpreting is very demanding and requires high levels of concentration and focus, it is always performed by a team of at least two interpreters working in a booth and taking turns at regular intervals.

Members of the Society should not work in the simultaneous interpretation mode for longer than one (1) hour without relief.

The position of interpreting booths within the conference venue should be such as to give interpreters a direct view of speakers and projection screens. Alternatively, the booths should be equipped with monitors.

Consecutive interpreting

As a rule, consecutive interpreting assignments require two interpreters. Exceptionally, for short assignments of up to three (3) hours, it is acceptable for an interpreter to work alone.

Whispered interpreting (*chuchoutage*)

Whispered interpretation is typically used during very short events or segments of a single event, for one or two individual clients. Given the strenuous working conditions and higher levels of noise, distracting other participants, this type of interpretation is not suitable either for long or whole-day events.

The number of interpreters depends on the nature of the assignment. However, for any conference event that lasts longer than one (1) hour, there should be two interpreters.

Distance interpreting

In the case of distance interpreting, which requires the use of IT technology, members of the Society should request adequate working conditions in terms of the size of the interpreting teams, equipment, booths, visibility of speakers and documents, audibility of speakers, interpreters' hearing safety, the presence of technicians, the ability of interpreters to communicate amongst themselves and with technicians and event organisers, copyright protection, and the waiver of liability for technical issues as set forth by AIIC in its Guidelines for Distance Interpretation

([https://aiic.org/document/4418/AIIC%20Guidelines%20for%20Distance%20Interpreting%20\(Versio%201.0\)%20-%20ENG.pdf](https://aiic.org/document/4418/AIIC%20Guidelines%20for%20Distance%20Interpreting%20(Versio%201.0)%20-%20ENG.pdf)).

Domicile

A member's domicile (professional address) is the address declared in the membership application, as published on the website of the Croatian Society of Conference Interpreters.

Each interpreter may have only one domicile, and it serves as the basis for calculation of travel expenses paid in connection with conference engagements away from the place of domicile. Once declared, the domicile may not be changed for at least six months.

Working day

The basic unit of account for the work of conference interpreters is a working day, which normally lasts six (6) hours, counted from the time when the conference event/meeting at which interpretation is provided is convened, up to the time when it actually ends, irrespective of the actual time spent interpreting. During that time, interpreters are entitled to a lunch break of at least one (1) hour. Any other breaks, with the exception of the lunch break, which is a time of rest for interpreters, count towards the six hours.

If the conference event is taking place away from their place of domicile, interpreters are entitled to the full amount of remuneration for each day of the event.

Any additional interpreting work done beyond the regular six-hour working day is considered overtime, and it should be charged at the regular hourly rate plus at least 30 percent.

If interpretation is to be provided during an event that is scheduled to last considerably longer than six hours, members of the Society should endeavour to negotiate the use of reinforced teams (three interpreters per booth). In this case, all interpreters are entitled to the full amount of remuneration.

Exceptionally, if the working day is shorter than three (3) hours, and the place of conference engagement is that of the interpreter's domicile, the interpreter may charge a reduced rate.

Contracting

Interpreters are free to negotiate their contracts with clients, in keeping with these Professional Conference Interpreting Standards and the CSCI Code of Professional Conduct, bearing in mind their own best interests and the interests of the profession.

In order to ensure the quality of interpreting processes, members of the Society should request that conference organisers provide satisfactory working conditions, such as suitable interpreting booths that are adequately equipped, well lit, air-conditioned and soundproofed, and give a direct view of speakers and projection screens, as well as a minimum level of comfort for the interpreters.

Members of the Society should request that conference organisers ensure the timely delivery of written materials and provide all professional assistance as necessary. The timely delivery of written texts is of particular importance if they are to be read out during the event.

Contracts and quotes should include clauses covering the following:

- the unit of account;
- terms and expenses relating to travel and accommodation;
- compensation for the day(s) spent travelling and the loss of business opportunities;
- the right to charge a cancellation fee in the case of subsequent cancellation of a quote accepted in writing;
- the obligation of timely delivery of materials necessary for the preparation of interpreters with respect to the theme(s) of the conference event;
- the obligation to maintain the confidentiality of data, information and materials received;
- the right to charge a fee if the interpretation is recorded; and
- the simultaneous interpretation of films and audio-visual materials.

When working away from the place of domicile, if the duration of the event is such that they cannot return to their domicile before midnight, or if the event spans several days, interpreters should request and stipulate in advance the reimbursement of travel expenses and single-room accommodation either on a full-board basis or with a daily subsistence fee.

Members of the Society interpret audio-visual materials played at conference events only if the accompanying text is provided in advance.

Members' interpreting work is subject to copyright protection. If organisers wish to record the interpretation, they need to obtain the prior consent of the interpreters involved, and allow for an additional charge of at least 20% on top of the regular rate.

Cancellation

Acceptance of a quote creates a contractual obligation. If an interpreter has to withdraw from the contract for valid reasons, the interpreter shall promptly suggest an adequate replacement that is acceptable to the client, and inform the client accordingly. If the replacement incurs additional expenses (travel, accommodation), they should be borne by the interpreter who withdrew from the contract.

Promotion and enforcement of these Professional Conference Interpreting Standards guarantee that the message that speakers wish to communicate to their audience will be transmitted accurately and completely. Engagement of professional interpreters and their preparation for conference assignments are the essential conditions that assure the high quality of interpretation, and thus the successful outcome of conference event.

Adopted by the General Assembly of the Society held in Zagreb on 31 January 2020

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Croatian
Society of
Conference
Interpreters