



Interpreting – It's what we do



Guide

Using on-demand local interpreters for international conferences



FAQs

There are a few things to know beforehand when using on-demand interpretation services.

What is the difference between consecutive and simultaneous interpretation?

Consecutive interpreting is where the speaker pauses after several phrases or sentences, allowing the interpreter time to relay the message to the audience. Usually consecutive interpreters are a popular option for informal and some formal occasions including: interviews, film sets, client-attorney meetings, medical, legal depositions, and photo shoots. Simultaneous interpreting is when participants wear headphones and an interpreter listens to information and relays it while the speaker continues to speak. Typically, simultaneous interpreters are used in formal, large group settings including: large conferences, conventions, business or board meetings, diplomatic and other official business meetings, and tours.

What is the difference between an interpreter and a translator?

There is certainly a difference between interpreters and translators. Interpreters work on projects that convert spoken material from one language to another the most common types include conferences, meetings, legal proceedings, and business negotiations, while translators translate written text.

How many interpreters do I need for my event?

Depending on your event, you may need more than one interpreter. If it's an all-day event, you may need multiple interpreters. The reason for using multiple interpreters is to minimize interpreter fatigue. Converting meaning of the language and necessary cultural mediation and applying that to a second language is a mentally taxing task. You also need to let your language service provider know what languages you require and whether or not the subject matter is specialized, for example interpreting for a medical conference will require more specialized skills than for a general business event.

How much does interpreting services for an event cost?

Simultaneous interpreting is generally more expensive than consecutive interpreting so be sure that your budget is realistic for your needs. Other additional costs could include equipment hire and travel costs.

Interpreting Solutions Checklist

Planning a conference with interpreters for the first time can feel like an overwhelming task. We understand and are here to help make it as easy as possible. Follow our step-by-step checklist on how to schedule an interpreter for your event.

Your assigned Language Specialist will also work directly with you to provide personalized interpreting solutions and is available throughout the entire process.

1

Planning Checklist

- In which city and country is your event happening?
- What languages are required?
- What is the subject matter for the conference?
- Does the interpreter require any specialized training or certificates? (i.e. medical or legal background)
- How many participants will be attending?
- Set your agenda
 - Dates: _____
 - Times: _____
 - Venue: _____
- What kind of interpreting do you require?
- Will you need interpreting equipment?
- Will the interpreter need any reference materials?

2

Pre-Event Checklist

- Confirmed interpreters
- Provided reference materials to interpreters (i.e. meeting agenda, participant list, prepared speeches, notes and or slide presentations, if available)
- Confirmed equipment rental
- Signed contract(s)
- Language Specialist arranged equipment set-up
- Exchanged contact details with on-site coordinator
- Confirmed all entry and security protocols for the venue
- Relayed agenda to interpreters
- Travel arrangements confirmed (if needed)

3

Event Day Checklist

- Provided nametags and completed packet of participant materials for each of the interpreters
- Met with on-site interpreting coordinator
- Introduced interpreters to equipment technician
- Equipment tested
- Provided water for the interpreter booth
- _____
- _____
- _____
- _____
- _____
- _____

Our company

How Interpret Group helps you and your team



Everything Managed For You

You will be assigned a dedicated project specialist to take care of everything from start to finish. They will listen to what you need, provide you with the best interpreters based on your requirements and take care of every last detail.



Unbeatable Local Knowledge

Interpret Group has spent over 20 years building an extensive network of professional linguists in all industries and technical fields. Our interpreters' deep knowledge of local customs and conditions will help protect you from needless complications, while saving you time and money.



All Your Interpreting Needs in One Place

Your search for a language provider is over! No matter in which country or city in the world, we provide the same top-quality interpreting services where ever you may need them. Just let us know what you need, and we will make it happen.

[Get a free quote](#)



A global team with the right experience

Whatever your needs are, our team is here for you. We are distributed across four regions, with plentiful know-how in a variety of industry specialties and a wealth of knowledge of the interpreting services market. You are in good hands.

Our mission is to:

- DELIVER language services with a personal touch
- Help you MANAGE complex projects anywhere with ease
- CREATE lifelong partnerships with our clients