



CONSECUTIVE INTERPRETING – CHECKLIST

Consecutive Interpreting will ensure that language is not a barrier and will enable you to understand what's being said, clearly express yourself through an interpreter, and negotiate confidently in a global market.

Please note that if interpreters are booked and the assignment is subsequently cancelled, for whatever reason, we charge a cancellation fee. This is because our interpreters will have turned down other work in order to be available for your assignment.

We refer you to our terms and conditions of business; ask us if you need a copy.

We advise that you include information relating to the following points when communicating with us about your requirements:

- What is the date of the assignment and how long will it last?
- How many speakers will there be?
- What language(s) will the speakers be using?
- In which language(s) will the delegates require interpretation?
- At what time should the interpreter/s arrive for briefing?
- Whom should the interpreter/s ask for when they arrive?
- Who will the interpreter deal with at the venue?
- Where is the venue? *(Please provide full address and nearest public transport links. If outside the UK, we require the name of the nearest large city with airport, train links etc.)*
- What is the context and subject matter of the assignment? *(We would appreciate further information about the assignment and copies of any documents that could help the interpreter prepare for the assignment. All information will be treated confidentially.)*
- Will refreshments and parking be provided free-of-charge at the venue for the interpreter/s?
- Are there any other factors that the interpreter/s should be aware of?