



PALANTYPE – CHECKLIST

Palantype is a method of machine shorthand used to provide a verbatim (word for word) transcript of meetings. A Palantype operator records speech on a special Palantype keyboard which then appears instantly on a television monitor or, for large meetings or conferences, on a large screen.

Please note that if a palantypist is booked and the assignment is subsequently cancelled, for whatever reason, we charge a cancellation fee. This is because our palantypist 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:

- Would you prefer the interpreter to be: male, female, or do you have no preference? (*This may be a relevant consideration in relation to sensitive subject matter and particular cultural contexts.*)
- What is the date of the assignment and how long will it last?
- At what time should the palantypist arrive for briefing?
- Who should the palantypist ask for?
- Have you used a palantypist before?
- Where is the venue? (*Please provide the full address*)
- Are there parking facilities?
- What is the nearest underground or railway station?
- Who will the palantypist deal with at the venue?
- How many people will be at the meeting?
- How many people will require interpretation?
- What kind of meeting is it? (*Business, legal, informal, corporate visit, visits of premises, dinner, sightseeing, etc.*)
- What is the nature of the subject matter? (*We would appreciate further information about the subject of the meeting that could help the palantypist prepare for the meeting*)