



## WHISPERED INTERPRETING - CHECKLIST

Whispered interpreting involves the interpreter whispering the translation into the listener's ear.

Whispered 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 interpreters are required?
- What language(s) will the speaker/s 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?
- What is the nearest underground or railway station?
- Are there any other factors that the interpreter/s should be aware of?