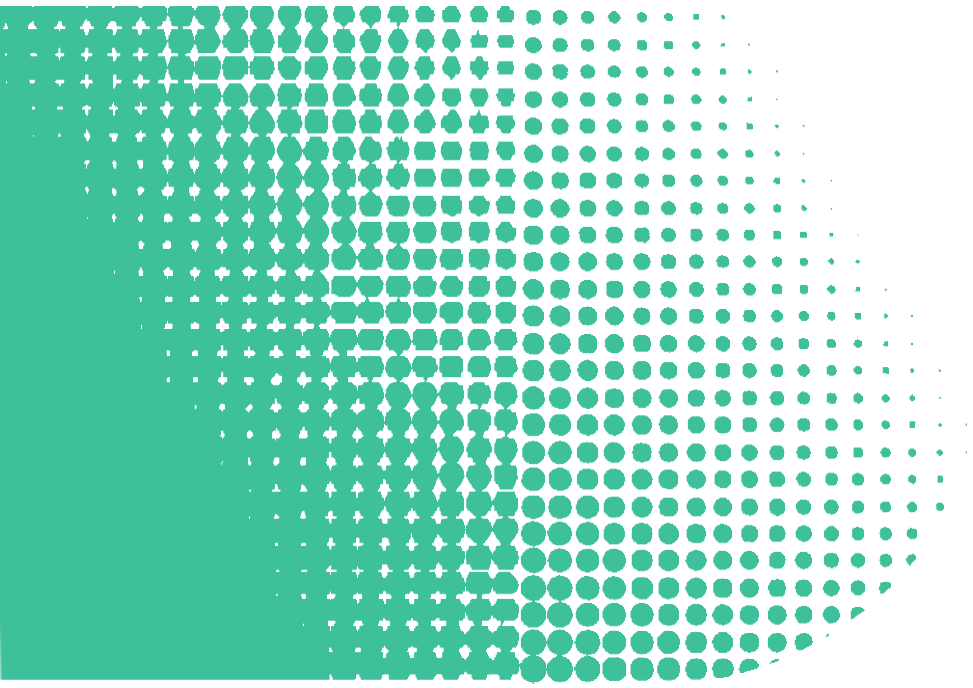
ATLAS translations

Consecutive Interpreting Checklist

October 2026



Consecutive Interpreting

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, we charge a cancellation fee, regardless of the reason. This is because our interpreters will have turned down other work to be available for your assignment.

We refer you to our terms and conditions of business; please 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 and time of the assignment?
- How long will the assignment last?
- How many speakers will there be? Where relevant, please specify their roles.
- What language(s) will the speakers be using?
- In which language(s) will the delegates require interpretation?
    - Please include the particular dialect or regional variation, if known.
- Where is the venue?
    - Please provide full address and nearest public transport links. If outside the UK, we require the name of the closest large city with an airport, train links, etc.
- At what time should the interpreter(s) arrive for the briefing?
- Whom should the interpreter(s) ask for when they arrive?
- Who will be the interpreters' point of contact at the venue?
- 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.
- What type of refreshments, parking and/or accommodation will be provided at the venue for the interpreter(s)?
- Is there any other information that Atlas Translations or the interpreter(s) should know?