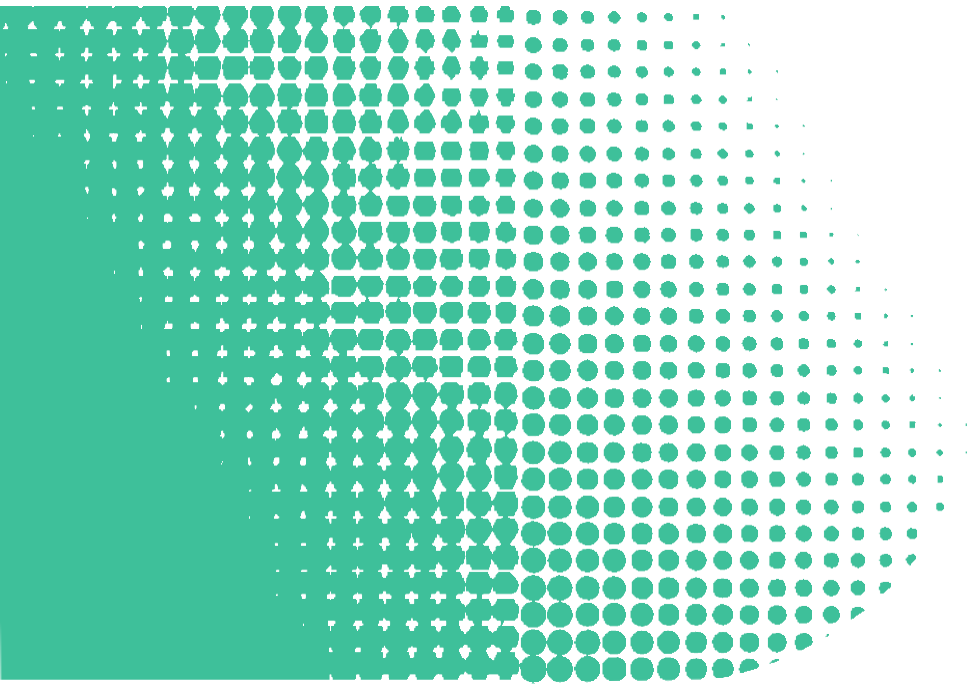
ATLAS translations

Simultaneous Interpreting Checklist

October 2026



Simultaneous Interpreting Checklist

Simultaneous Interpreting, also known as Booth Interpreting, involves the interpreter sitting in a soundproof booth and speaking their translation immediately after the original speaker. Members of the audience may listen to this with headphones. Simultaneous interpreting is used for multilingual meetings and conferences. It requires microphones, headphones and soundproof booths, as well as highly skilled interpreters who work in rotation.

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; please ask us if you need a copy.

Here are some questions to ask and things to remember when contacting us about your translation project:

- 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 present in?
- In which language(s) will the delegates require interpretation?
- What is the full address of the venue?
- What are the 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 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 there be a discussion session with questions/answers?
    - *If so, in which language(s) will the delegates ask questions?*
- What is the seating arrangement of the venue?
    - *Classroom-style, auditorium, group seating, etc.*
- Will refreshments and parking, if needed, be provided free of charge at the venue for the interpreters?
- Have you arranged hire of simultaneous interpreting equipment?