ATLAS translations

Whispered Interpreting Checklist

October 2026

Whispered Interpreting Checklist

Whispered Interpreting does exactly what it says on the tin! It involves the interpreter whispering the translation into the listener's ear to keep proceedings uninterrupted and low-key.

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 or discuss 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; please ask us if you need a copy.

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

- How many interpreters are required?
- What language(s) will the speaker(s) be using?
- What language(s) will the attendees require interpretation for?
- What is/are the date(s) of the assignment?
- Approximately how many hours will the interpreter(s) be expected to be onsite each day?
- At what time should the interpreter(s) arrive for briefing?
- Who should the interpreter(s) ask for when they arrive?
- Who will the interpreter deal with at the venue?
- Will refreshments be provided free-of-charge at the venue for the interpreter(s)?
- What is the full street address of the venue?
    - Inside UK: What is the name of the nearest underground or railway station?
    - Outside UK: What is the name of the nearest large city with relevant airport, train etc.
- Will parking be provided free-of-charge close to the venue for the interpreter(s)?
- If not close to the venue, please provide details of the nearest parking facility.

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Whispered Interpreting Checklist cont.

- 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.
- Are there any other factors or additional information that the interpreter(s) should be aware of?