



● Practical tool:

Interpretation checklist

As you prepare to use the services of an interpreter, review this checklist to help you make the experience as effective and cost-efficient as possible. This checklist is not exhaustive and every item may not apply to your situation. Consider some of these suggestions to guide you in the process.

What an interpreter might ask you:

- What kind of interpretation services do you require?
 - Simultaneous – which means the interpretation is made available to all participants at the same time as the speaker. (will often make use of electronic equipment)
 - Consecutive – which is intended for an individual or a small group, the interpreter speaks after the speaker.

- What time of day are the services required? (e.g. between 9 am to 5 p.m. or after working hours?)

- How long do you require the services of an interpreter? (e.g. less than 4 hours or a full working day?)

- What is the subject matter and is there preparatory material available for review?

What you might ask an interpreter:

- What kind of technical equipment or room do you require? (this will depend on the type of interpretation services you require)

- Do you have any other special requirements?

- What experience do you have in the subject field?

- What is your fee, will there be more than one interpreter and what costs are included? (e.g. travel expenses)

Cost considerations

- Note that rental of simultaneous interpretation equipment is provided by service providers independent from the interpreters, therefore a separate contract is necessary.
- Get more than one quote for the work to be done.
- Plan in advance. Avoid last-minute arrangements. With good planning in terms of equipment, rooms and events, you may be able to use a single interpretation team.
- Determine in advance what the language requirements are of your participants. (e.g. provide event preregistration)
- Evaluate what parts of the event require interpretation. (e.g. plenary sessions and workshops to be interpreted or offered separately in English and French)
- Consider that normal working hours are usually from 9 a.m. – 12 p.m. and 1:30 p.m. to 5 p.m., after which overtime must be paid.
- Two interpreters are usually enough for each half day.
- Rent only the equipment that you need. (e.g. order only the number of headsets that you require, use one microphone for two speakers)
- Seek out rental locations that have permanent interpretation booths to save on equipment rental costs.
- Plan your event so that all parts requiring interpretation are held in the same room. This way you save the cost of rental equipment being moved or duplicated.
- Have background material available for the interpreter(s) in advance for their review.
- Whispered interpretation by professionals or volunteers may be appropriate in certain situations and may save you money on interpretation fees and equipment rentals.
- You may wish to contact a local school of translation and interpretation. There may be students who are available to do smaller scale interpretation as part of their study program. You may visit the following websites to locate a school of translation and interpretation near to you to inquire about this possibility.

Canadian Association of Schools of Translation – Member Programs

www.uottawa.ca/associations/acet/prog_membr.htm

Association of Universities and Colleges of Canada
Field of Study: Language Interpretation and Translation
<http://oraweb.uacc.ca/>