



Information Sheet for Speakers



(With kind permission of Benoît Cliquet, aiic)

The organizers of this conference are providing professional interpretation to enable delegates of different languages and cultures to understand each other. The interpreters are your allies in conveying your message to the audience. You can help them by following these simple guidelines.

1. If you have a **written text** or **notes for your speech**, whether or not you intend following them closely, please hand them to the conference secretariat for distribution to the interpreters. Interpreters do not simply rely on words, they interpret the meaning and should thus familiarize themselves with your subject and terminology. You are free to depart from your text or add to it as you go along. AIIC interpreters are bound by professional secrecy, and the content of your document will remain confidential at all times and your material will be returned to you on request.

2. If your paper is **technical**, please give the interpreters any terminology you may have or any background papers on the same subject in other languages. You may also ask the conference secretariat to organize a briefing with the interpreters. Meeting the speakers can be useful for clarifying specific points which will help improve performance.

3. If you wish to **show a film, slides or transparencies**, please make sure that the interpreters receive the script or a copy of the transparencies. The booths are often situated far away from the screen and it is helpful if the interpreters have copies of the projected text in front of them. If you change any of your material at short notice, please also give a copy of the new version to the interpreters.

4. Speakers reading from a script tend to speed up, which makes it more difficult for the audience to follow, and as a result parts of your message will be lost. If you have not spoken at meetings with interpretation before, it may be advisable to **pace your delivery** beforehand. Ideally you should allow **3 minutes per page** of 30 lines.

5. Before you speak, please make sure your **microphone** is switched on. Knocking the microphone or blowing into it as a test will merely be amplified in the interpreters' headphones and cause an unpleasant noise. To test the microphone, just say a few words like "Good afternoon" or "Thank you Mr. Chairman". Keep a distance of 30 to 60 cm from the microphone and avoid turning your head away from the microphone to address a particular person.

6. Please do not speak too close to the microphone as this creates interference, and avoid leaving your receiver set close to the microphone when you speak to prevent feed-back squeaking. The technician will be able to advise you on this.

7. If you need to **move away from your seat**, e.g. to point at a slide or transparency projection, please use a **neck or lapel microphone**. Without a microphone the interpreters cannot hear you, however loud you speak.

8. If you are speaking from the rostrum or a lectern and want to reply to questions from the floor, please make sure you have a **receiver set** with you to follow the questions as they are interpreted.

We wish you every success for your conference. Your Team of Interpreters