

Interpreting

Version 1.1 | 2015

Interpreting: Simply Listen and Understand

Interpreting is the oral translation of a speech into one or several languages. The interpreters interpret from a foreign language into their mother tongue. In exceptional cases interpreters may also interpret into a foreign language.

There are four different types of interpreting:

Simultaneous Interpreting

Interpreters render the spoken word in real time from a soundproof booth. Participants listen to the interpretation via headphones.

Consecutive Interpreting

Interpreters render the spoken word after the speaker has finished speaking. To do this, they listen to the speaker while taking notes of the speech and then render their interpretation in another language. Consecutive interpretation is usually delivered in segments of 5–10 minutes.

Chuchotage with Technical Support

The interpreters sit in the conference room and render the spoken word in real time with the help of portable equipment. Participants listen to the interpretation via headphones.

Chuchotage without Technical Support

The interpreters render the spoken word in real time while sitting between two or a maximum of three participants who require interpretation.

Depending on the requirements and type of meeting in question, it is also possible to combine different techniques, especially chuchotage and consecutive interpreting.

An Overview of the Different Types of Interpretation

	Simultaneous Interpreting	Consecutive Interpreting	Chuchotage with Technical Support	Chuchotage without Technical Support
Translation	in real time	after the speaker	in real time	in real time
Languages	2+	2	2	2
Type of meeting	<ul style="list-style-type: none"> • bilingual or multilingual meetings • conferences, congresses • seminars 	<ul style="list-style-type: none"> • presentations • short meetings • seminars • negotiations 	<ul style="list-style-type: none"> • Visits, guided tours • short meetings • conferences for a limited number of participants • negotiations 	<ul style="list-style-type: none"> • presentations • short meetings • workshops • negotiations
Number of listeners	unlimited	20	30	2-3
Interpreters per language	2+	2+	2+	2+
Working hours and breaks	90-minute break every 3 hours	90-minute break every 3 hours	90-minute break every 3 hours	by arrangement
Technology	<ul style="list-style-type: none"> • booth • microphone • headphones 	-	<ul style="list-style-type: none"> • portable interpretation system • microphone • headphones 	-
Advantages	<ul style="list-style-type: none"> • spontaneity • lively discussion • several languages 	<ul style="list-style-type: none"> • inexpensive • time gained during negotiations 	<ul style="list-style-type: none"> • spontaneity • lively discussion 	<ul style="list-style-type: none"> • inexpensive • space-saving
Disadvantages	<ul style="list-style-type: none"> • space required for booth(s) 	<ul style="list-style-type: none"> • no direct interaction • time delay 	<ul style="list-style-type: none"> • background noise 	<ul style="list-style-type: none"> • background noise • strenuous for listeners

What Type of Interpreting is Suitable for Your Meeting?

In order to provide you with the best possible service, we require, along with your interpreting enquiry, the following information:

Meeting	Type (You can choose several)	<input type="checkbox"/> conference <input type="checkbox"/> workshop <input type="checkbox"/> guided tour <input type="checkbox"/> panel discussion <input type="checkbox"/> other: _____
Address		
Room (i.e. type of room)		
Date & time		
Customer / department		
Subject area & topic		
Can you provide a (preliminary) agenda?		<input type="checkbox"/> yes <input type="checkbox"/> no
Language combination	Languages spoken at the meeting	
	Languages into which the event is to be interpreted	
Participants	Total number of participants	
	Number of participants who do not understand the floor language	
Documentation	Can you provide preparatory materials for the interpreters?	
Accommodation & catering	Are you organizing accommodation and catering for the interpreters?	<input type="checkbox"/> yes <input type="checkbox"/> no

FAQ

What is the difference between translation and interpreting?

The interpreter's job is to enable oral communication between people who would not understand each other without interpretation. Interpreters render a message from one language into another and not just mere words. Non-verbal elements such as gestures, thought patterns, cultural practices etc. play just as an important role as the spoken language. Unlike translators, interpreters work directly and interactively with speakers and listeners.

Why do I usually always need two interpreters for my meeting?

Interpreting requires an uninterrupted high level of concentration. That is why interpreters almost always work in twos per language combination; for larger meetings interpreters even work in teams of three. They work in a team and alternate every 30 minutes. However, the interpreter who is not interpreting does not take a break, but instead continues to assist his/her colleague who is interpreting. In exceptional cases interpreters can work alone. In this case the event may not last longer than two hours.

How long does an interpreter work?

Interpreting is a very demanding activity and requires a high level of concentration. That is why you must schedule plenty of breaks so that the interpreters can rest and consistently provide high quality interpretation throughout the entire assignment. Usually an interpreter takes a break of 90 minutes every 3 hours.

Why do I need to send information material to the interpreters?

Good preparation is key for a successful interpretation. References relevant to the meeting and preparatory materials, such as an agenda, presentations, background information etc. are therefore extremely important to the interpreter. They can read up on the subject in advance and therefore use corporate terminology. Needless to say, interpreters will handle all documents confidentially.

How much do interpreters cost?

The pricing system for interpretation depends on several factors. Furthermore, there are costs which do not apply to translation services. Among other aspects, attention should be paid to:

- ***Short-term nature***

The further ahead you plan an interpreter assignment, the greater the choice of available interpreters you will have. Good and affordable interpreters are usually booked up early and regularly.

- ***Language combination***

The more unusual the requested languages are, the more costly it will be to use interpreters.

- ***Subject area***

The more technical or complex the subject of the meeting is, the more expensive the interpreting assignment will be because, among other things, preparation time is reflected in the interpreter's daily rate.

- ***Venue***

Travel costs are borne by the customer. These costs include not only travel expenses for the journey to and from the event but also downtime while travelling. In addition, these costs include accommodation and catering.

- ***Technical equipment***

The hiring of interpreting equipment including delivery and collection is quoted separately. Prices vary between the different technical possibilities.

Why should you employ a service provider such as Gemino instead of just doing it yourself?

Organizing an interpreter assignment means, among other things:

- forming a decision about interpreting equipment
- recruiting interpreters who work with the desired language combination(s) and are well-versed in the specific field
- booking the right equipment and organizing delivery, on-site installation and collection
- coordinating all participants

Avoid the stress and concentrate on your event and its participants. As a professional language service provider we will gladly take care of the linguistic component of your event.

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