

## 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:

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<b>Meeting</b>	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
<b>Language combination</b>	Languages spoken at the meeting	_____
	Languages into which the event is to be interpreted	_____
<b>Participants</b>	Total number of participants	_____
	Number of participants who do not understand the floor language	_____
<b>Documentation</b>	Can you provide preparatory materials for the interpreters?	
<b>Accommodation &amp; catering</b>	Are you organizing accommodation and catering for the interpreters?	<input type="checkbox"/> yes <input type="checkbox"/> no

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