

## GUIDELINES FOR SPEAKERS

**Professional interpretation is being provided by your conference organisers to enable participants of different languages to understand one other. It is through the interpreters that many members in the audience will be able to understand your message. You can help your interpreters provide the highest quality of translation by remembering a few simple rules.**

It is **easier for interpreters to translate extemporaneous presentations**, however, if you plan to **speak from a written text or from notes, please make sure you send them in ahead of the conference** or hand them to the conference secretariat as soon as you arrive so **copies can be made for the interpreters.**

If you have a **PowerPoint presentation**, this too can be e-mailed to your conference secretariat and it will be forwarded the the interpreting team. Interpreters need to prepare for a conference or a meeting by becoming acquainted with your subject matter and specific terminology.

If you have a **technical glossary on your topic** it would be extremely useful as well.

Copies of any **slides you plan to use with figures and charts** should also be delivered to the secretariat since interpretation booths do not always provide a close/direct view of the conference screen.

**Any film or video** you will be presenting must be viewed ahead of time by the interpreters, sound tracks are often hard to hear and may include music that partly covers the spoken word. A written script would also be useful.

Your **documents will be treated with the greatest confidentiality** and will be returned to you, if required. You may also ask the conference secretariat to organize a briefing session with the interpreters. Meeting the speakers would be useful in order to clarify specific points which will help improve performance.

Please remember **to maintain a regular delivery when it is your turn to speak.** Try to pace your presentation, if you read your script, at 3 minutes per page of 40 lines. **Speakers tend to go faster if they read** from written texts, making it hard for their audience and interpreters to follow closely.

Before you speak, please make sure your microphone is switched on and your receiver set is off (this avoids static and feedback interference). If you need to move away from your seat or the rostrum, please ask for a roving or lapel microphone. Without a microphone your voice cannot be heard by the interpreters.

At **question time**, if you are at the rostrum, please **remember to have your receiver set to follow the interpretation of questions.**

Thank you

**The Assointerpreti Team**



**assointerpreti**

ASSOCIAZIONE NAZIONALE  
INTERPRETI DI CONFERENZA  
PROFESSIONISTI  
[www.assointerpreti.it](http://www.assointerpreti.it)