

Conference interpreting – from A to Z

A language	Mother tongue, interpreter interprets from and into this language
B language	Active foreign language, interpreter interprets from and into this language
C language	Passive foreign language, interpreter interprets from this language
Discourser	The speaker can support the interpreters in many ways - you can find some advice for speakers on our website (in German).
Ethics	We always comply with the ethical standards of the relevant professional associations, e.g. the Code of Professional Ethics of AIIC.
Fee	The interpreting fee includes the time spent on site as well as the highly intensive preparation time. If applicable, additional costs for travel, per diems, consultancy etc. might occur.
Getting it right - our principles	We commit ourselves to the principles of confidentiality, professional qualification and transparency.
Holistic approach - it's about culture	Interpreters do not only have profound language expertise but also an excellent knowledge of the different cultures and their people.
Interpreting	Oral translation from one language into another
Jokes and puns	Jokes and puns are often amusing, however they do not always work in every language.
Keep taking notes - consecutive	Oral translation after the delivery of a speech using a special note-taking technique
Latest trends	Examples are Remote Interpreting (RI) and Long-Distance Interpreting (LDI), thus interpreting via video conferences.
Mobile booth	The dimensions of a mobile simultaneous interpreting booth are 1.60 x 1.60 x 2.00. Please account for 4m ² per booth and 6m ² including equipment.
Note taking	Note-taking technique which the interpreter uses during consecutive interpreting, not to be confused with stenography.
Organisation	In case of large interpreting assignments we will provide one contact person - the consultant interpreter - for the organization of the entire team of interpreters and the technical equipment.

Preparational material	The more material you can provide at an early point in time, the better can the interpreters prepare. Please send us your agenda, presentations, videos etc. - drafts are also welcome.
Quality	Quality has its price.
Right equipment	...is only as good as the technician who operates the equipment on site.
Simultaneous	Oral translation of the spoken word virtually in real time. The interpreters work in a sound-proof interpreting booth.
Translation	Written translation from one language into another
Underway? The tour guide system	A tour guide system consist of a microphone for the interpreters and earphones for the listeners, typically used for factory tours.
Volume	Our ears are the most important tool in interpreting. Therefore, we ask you not to knock on or blow into the microphone.
Whispering	Oral, simultaneous translation for one to two listeners in a very low voice
XL event	You are planning a large event? We will support you with the organization of the entire team of interpreters including the technical interpreting equipment.
Why?	The whys and wherefores - you can always drill us with your questions!
Zero time?	Early planning pays off, because: haste makes waste.