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THE LANGUAGESPEAK GUIDE to Conference Interpretation



Large Scale Conference Interpretation

LanguageSpeak, Inc. is delighted to provide its clients with a simple step by step guide to understanding simultaneous conference interpretation. This guide will explain:

- ✿ How the interpretation equipment works
- ✿ How the interpreters render the oral translation
- ✿ How to ensure your attendees & speakers know how to use the services provided
- ✿ How the event organizer can make the most out of the services provided

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Why LanguageSpeak?

LanguageSpeak, Inc. is a full service language company nationally certified by WBENC, NMSDC and the State of Florida. We offer a broad range of language-related services including document translations, large scale conference interpretation, on-site executive language instruction, software and web page localization, cultural consulting, and much more.

We have provided these services in over 240 languages. All of our staff (translators, interpreters, and instructors) are native speakers in the target language, certified, and have a broad range of expertise and experience.



LanguageSpeak Headquarters: Miami, FL

We have years of experience offering large scale conference interpretation to various prestigious clients such as:

- U.S. Department of Defense
- U.S. Conference of Mayors
- U.S. Trade Representative Trade Negotiations
- The FTAA Ministerial Meetings
- Inter American Development Bank
- The Miami Herald's Americas Conference

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What is Interpretation?

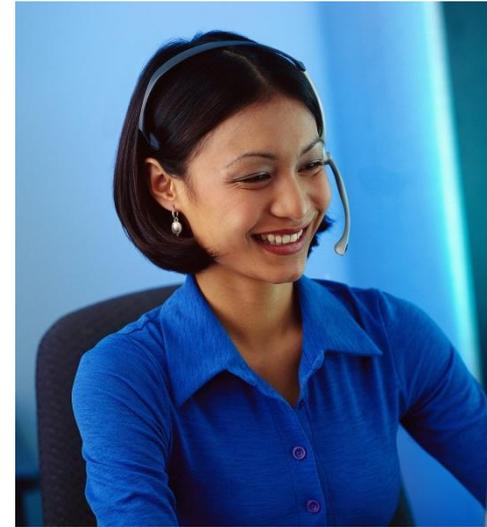
Interpretation is oral translation (the term translation is used exclusively for written renditions from one language into another). There are two main types of interpretation:

Consecutive

The interpreter waits until the speaker has completed a sentence or thought, the speaker stops, the interpreter renders the interpretation. It is ideal for interviews, depositions and trials, where the stop and go nature of this kind of interpretation will not be a bother to the attendees.

Simultaneous

Also known as conference interpretation, is performed in "real-time". As the speaker is giving a lecture, the interpreter renders the interpretation with an approximate 5 -10 second delay. It creates a small United Nations-like environment enabling



Simultaneous Interpreter with headset microphone

your event to be interpreted into over numerous languages at the same time. Since there are two people speaking at the same time (the speaker and the interpreter) **equipment is required when using simultaneous interpretation**. In this way the interpreter can hear the speaker (through his/her headset within the booth) and the delegates can hear the interpretation (through their earpieces and receivers).

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The ROI of Language Services

How do I get the most out of the language services offered during my event? Can I ensure a solid Return on Investment?

Yes, you can. Event professionals who have utilized our ROI tips below experienced a 10% increase in attendance during registration, and an even more significant increase in the event's bottom line.

There are two steps meeting professionals can take to ensure a positive ROI:

Decide who will pay for the services

Before offering the service, decide whether the cost will be covered by the event producer, the attendee or both. LanguageSpeak will offer you a comprehensive total cost for all conference services, as well as a per capita cost to aid you in this decision process. Since the difference between offering interpretation to one attendee or to a hundred is minimal, the more people who use the service, the more cost effective the event becomes.



Promote prior to and during registration

Dedicate a small section of your registration application, direct mail pieces, advertisements and website to offering multilingual services (make sure to include breakout sessions). This will allow you to determine how many people will need the service, which language they are interested in, and in which sessions. LanguageSpeak, as part of our Complete Conference Package, will translate a section of your website and one promotional advertisement at no charge to help you get the most out of your language services.

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Interpretation Equipment

There are three basic types of equipment:

- Portable: good for guided tours
- FM: may experience some interference and has limited security features
- Infrared: excellent sound quality and ideal for high security meetings

All systems, except portable, require the use of a simultaneous interpretation booth. The booth minimizes the sound of the interpretation, and allows the interpreters to work in a more quiet environment. Since the interpreters are seated inside the booth with headsets on, they are unable to hear what goes on in the conference room unless it is said into a microphone. The interpreting system takes a sound feed from the room's main mixer and allows the interpreters to hear all that is said from inside the booth.



LanguageSpeak's Infrared Delegate Receiver and Earpiece

It is important to remember, that the speaker(s) must have a microphone. There must also be a handheld microphone for the Questions and Answers portion of the conference, so the questions from the attendees can also be interpreted.

LanguageSpeak can provide the microphones needed for your conference, or we can work with your venue's Audio Visual Department.

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Standard Table-Top Booth

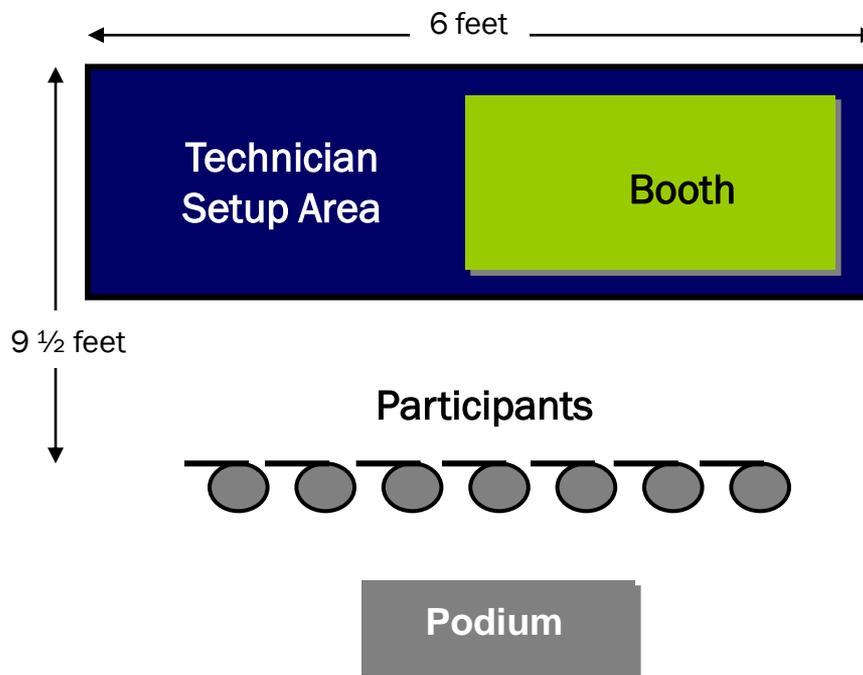
The footprint for our simultaneous interpreting table-top booths is 6' (L) x 5 ½' (W). However, we require that there be sufficient space in between the booth and the participants (normally a minimum of 4 feet is required).

We require one 6' (L) x 30" (W) conference table with a table cloth and skirt per booth. From this table the technician monitors the sound levels during the proceedings. In addition to the table, each setup will require two chairs for the interpreters and one for the technician.

ONE BOOTH SETUP 6 (L) X 9 ½ (W)



Simultaneous Interpretation Table-Top Booth



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Standard Walk-in Booth

STRONGLY RECOMMENDED for optimum performance and sound containment

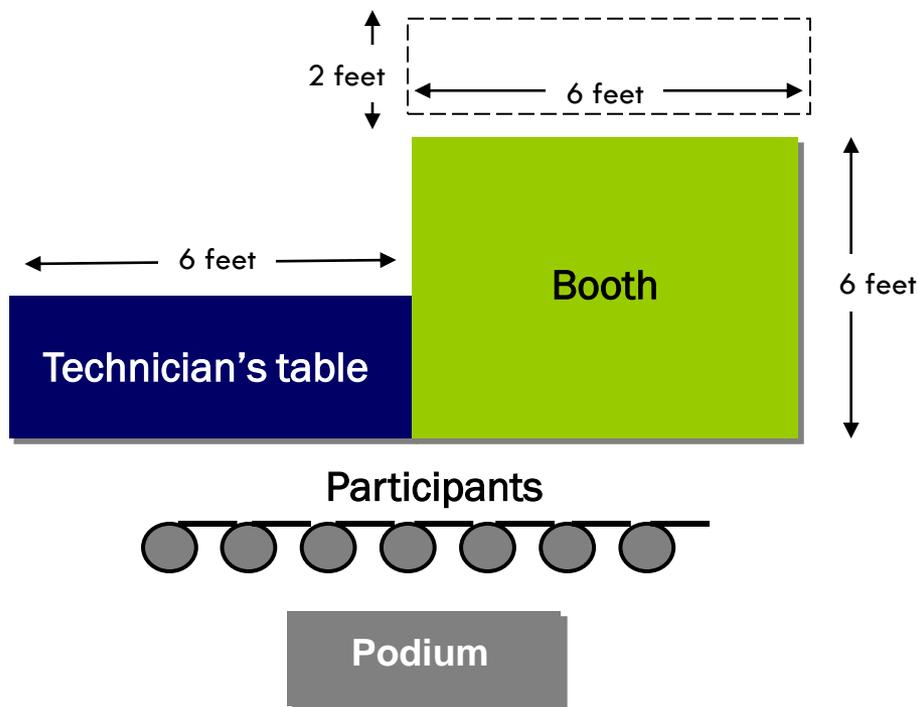
The footprint for standard walk-in interpreting booths are 6' (L) x 6' (W) x 7'(H). However, these booths require an additional 2 feet towards the back of the booth for the interpreters to gain access to and leave the booth.

A technician's table is placed next to the booth/s, with all the necessary equipment that makes the interpreting system functional. From there, the technician monitors the sound levels. This table is a 6' (L) x 30" (W) table, and must be fitted with a table cloth and skirt. One technician's table per setup or room is required.

ONE BOOTH SETUP 12 (L) X 8 (W) X 7 (H)
ADDITIONAL BOOTHS 6 (L) X 8 (W) X 7 (H)



Simultaneous Interpretation Walk-in Booth



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How We Put it All Together

EQUIPMENT SETUP

The equipment is setup (when possible) the evening before the event, so a proper sound check can be performed.

RECEIVER DISTRIBUTION

We recommend you set up a table near registration or at the entrance to the conference room, where the delegates can pick-up their receivers to listen to the interpretation. These infrared receivers are small and light-weight, about the size of a cigarette pack.

We also recommend asking for a photo ID in exchange for the receiver, to avoid people forgetting to return them. However, the way in which the receivers are distributed is normally left up to the client's discretion. The receivers have 4 to 6 channels. Both the main language



Delegates using simultaneous interpretation equipment

(usually English) and the language (or languages) your event is being interpreted into will be assigned a channel number (i.e. channel 1 for Spanish, channel 4 for English, channel 6 for Portuguese). Therefore, if you wish to listen to the proceedings in Spanish, you must keep your receiver on channel 1 regardless of which language is being spoken at any given moment during the proceedings.

HEARING ASSISTANCE DEVICE

If a delegate does not need interpretation but is hearing impaired, they only need to take a receiver and listen to their language channel at a higher volume.

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Before Your Conference

MATERIALS

Interpreters have a wide range of knowledge but cannot be experts in all subjects. In order to become familiarized with the topic of your conference, please make sure they receive conference related materials prior to the event. They will study these documents and prepare their own glossaries. This will help them gain a better idea of the subject matter under discussion and understand your speakers better, especially those who have difficult accents or speak very fast. Written texts or notes from the speaker's speech, whether or not he or she intends to follow them closely will be very helpful.

- ✿ Conference agenda
- ✿ Written speeches & Drafts
- ✿ Power Point presentations
- ✿ Background information on the conference
- ✿ Names of the presenters and speakers



Simultaneous Interpretation in Action

Interpreters should receive the same documents provided to the delegates and speakers. When papers are circulated during the meeting, in particular for discussion, please ensure the interpreters obtain a copy before the meeting. Each booth should receive at least one copy of such papers.

PROJECTION

If films, slides or transparencies are to be shown, please ensure that the screen is clearly visible from the booths and that the interpreters have received a script or a copy of the texts to be projected in advance.

Speaker Guidelines

- ✿ Speak calmly and naturally
- ✿ When reading one tends to speak much faster than usual; therefore, if materials must be read by the speaker, please forward a copy to the interpreting booth and speak normally
- ✿ During Q&A, remember, if it is not said over a microphone the interpreter will not be able to hear it, so it will not be interpreted. Make sure all questions are spoken clearly into a microphone
- ✿ If audience questions are not stated over a microphone, please restate the question from the podium
- ✿ Make sure you have a receiver with you to hear all comments and questions as they are interpreted
- ✿ Please do not speak too close to the microphone as this creates interference



Conference Speaker

- ✿ If your subject matter is technical, please give the interpreters any terminology you may have or any background papers on the same subject in other languages.
- ✿ Avoid leaving your receiver close to the microphone when you speak to prevent feedback whistling. The technician will be able to advise you on this.
- ✿ If you need to move away from your seat, i.e. to point at a slide or transparency projection, or move about the room, request a neck or lapel microphone
- ✿ Bilingual speakers must deliver their speech in one language only and not switch from one to another during the presentation

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CONTACT INFORMATION

Annette Taddeo

Founder & CEO

LanguageSpeak, Inc.

5975 Sunset Dr. #803

Miami, FL 33143

Phone: 305-668-9797

Fax: 305-668-0435

E-mail: translations@languagespeak.com



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