



MEETING PLANNER CHECKLIST

At ProLingo, we understand the demands of a meeting planner's role in planning a big event or conference, and it's not every day that you have to plan an event that involves multiple languages.

A multilingual conference requires professional conference interpreters and reliable equipment operated by competent technicians. That's why we put together a quick checklist for you to use to ensure your multilingual conference runs smoothly.

CRUCIAL CONSIDERATIONS:

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| <input type="checkbox"/> | Your equipment supplier should provide the whole simultaneous interpretation system, including microphones, amplifiers, and headphones, in order to avoid any hitches. |
| <input type="checkbox"/> | The equipment supplier's technician should operate the system throughout the conference, rather than leave it in the hands of untrained operators. |
| <input type="checkbox"/> | Make sure the supplier includes enough microphones and receivers for all speakers and delegates including backups. All microphones should be monitored from the central console operated by the technicians. |
| <input type="checkbox"/> | Make sure you have the right number of interpreter booths. As a general rule, you will need one booth per language spoken. |
| <input type="checkbox"/> | The booths should comply with ISO standards and be positioned in such a way that interpreters can see the lectern, screen and participants. |
| <input type="checkbox"/> | Each booth must have a control panel and individual controls, with a microphone and headphones for each interpreter. |
| <input type="checkbox"/> | There should be a reading lamp for each interpreter. |

ProLingo provides simultaneous interpretation equipment as well as interpreters. Keep these tips on what to keep in mind when you begin your search for simultaneous interpretation services and equipment. **For more information on how ProLingo can help you with your next multilingual event, call us at 800.287.9755.**

