

TIPS FOR SPEAKERS

HOW TO SPEAK AT MULTILINGUAL CONFERENCES

When attending a multilingual conference you should consider how your message will come across in other languages. The interpreters are there to help the conference run smoothly.

Here are a few tips based on our experience over the years.

- Speak at a reasonable pace
- Speak into the microphone
- Speaking is better than reading
- Say figures clearly
- Explain acronyms
- Make sure the interpreters have your text or presentation

MAKING MULTILINGUAL CONFERENCES WORK FOR YOU

REMEMBER

Your message may not come across fully when you just read out a text. Try to speak freely or using brief memory notes.

The interpreters should receive all speeches, technical documents and PowerPoint presentations at least two weeks in advance to ensure thorough preparation of the issues and technical terminology in the various conference languages. All documents will of course be treated in the utmost confidence. On the day of the conference the interpreters will translate what is actually said.

Feedback is always much appreciated. Please contact your interpreters if you have any questions or wish to suggest the right specialist terms.

