



## Guidelines for simultaneous interpretation in Congress sessions

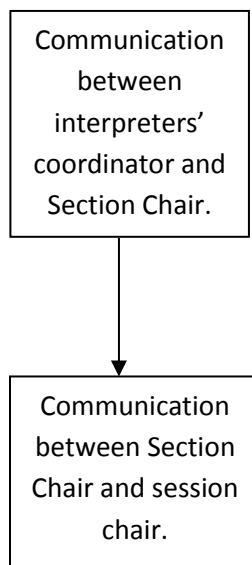
### Background:

IFLA has seven official languages: Arabic, Chinese, English, French, German, Russian and Spanish.

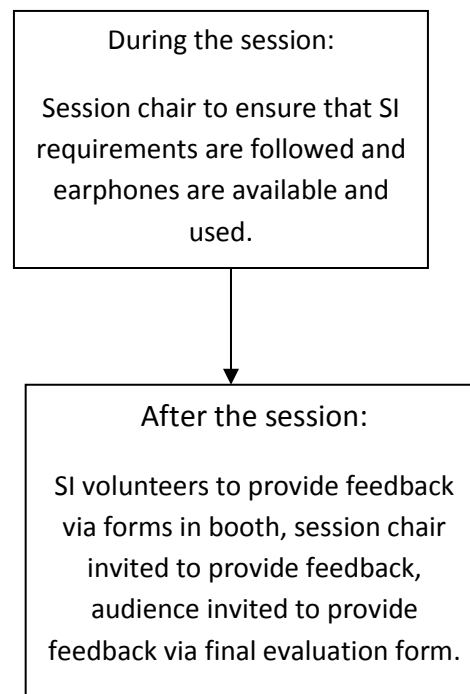
Simultaneous interpretation (SI) is one of the key factors contributing to make the IFLA World Library and Information Congress (WLIC) a success. IFLA enables all participants to further their professional knowledge by offering as much of the programme as possible in the seven official IFLA languages through SI. When SI is available in a session, it is indicated in the Congress programme.

Section Chairs should take responsibility to ensure that the protocols in this document are communicated to chairs of sessions organized by their Section, and that the protocols are followed by the session chairs where SI has been made available.

### Before the congress:



### During the congress:



### **1. Before the congress:**

- Ensure that communication with the interpreters' coordinator is taking place in order to get information about the SI process.
- Ensure that the speakers and the session chair are aware that SI will take place during the session and that they are aware of the relevant session chair and speaker guidelines which indicate what this means.
- Forward information from the interpreters' coordinator to the chair of your session if they are not already in direct contact.
- Refer to the current Speaker Guidelines to understand what speakers are being told about SI.
- Ensure that all speakers submit their papers in time and that these papers are made available in the IFLA Library by the IFLA HQ deadline (usually mid-July) so that interpreters can already be reading them and preparing and so that translations can be made available in advance. It is essential that speakers are made aware that SI can only be provided at a good level if they submit their papers in time.
- Foster detailed email conversations between the interpreters' coordinator and chairs before the conference to pre-empt all questions.

### **2. During the congress session:**

- Remind the session chair and speakers of the SI taking place.
- Ensure that the panel of speakers and the session chair pick up earphones before the session starts; otherwise they will not be able to hear the interpretation of the questions during the Q & A session and won't be able to respond.
- Help the session chair to ensure that the speakers are keeping to the speaker guidelines and are not speaking too fast or not clearly enough.
- Ensure that the audience is able to follow both the presentation/paper and the interpretation; communicate to the session chair if something is going wrong.
- In open discussion, help the session chair to ensure that there is enough time for the interpreters to interpret the discussion.

### **3. After the session:**

- Session Chairs are invited to give feedback on SI, through a form provided to them in the session.