

INTERPRETING TRANSLATION COMPANIES: WHAT YOU SHOULD KNOW – BY JENNIFER ANDERSON

- I. Consider the following facts:**
 - A. Difference between interpretation and translation.
 - B. Spanish is the official language in 21 countries.
 - C. More than 400 million people speak Spanish worldwide.
 - D. The Spanish language is a powerful communication tool.
 - E. In the U.S., Spanish has become the unofficial second language.
 - F. 500 Spanish newspapers, 152 magazines and 205 publishers exist in the U.S.
- II. Where do I find an interpreter or translation company?**
 - A. CVB
 - B. ATA (American Translation Association) or ATAFL (American Translation Association Florida Chapter)
 - C. Internet Search
- III. Developing specs to procure company bids**
 - A. Number of participants
 - B. Number of languages
 - C. Detailed agenda
 - D. Room set-up
 - E. Conference materials (i.e., website, abstract books)
 - F. Timeline to submit materials
- IV. Potential costs**
 - A. Primary fee for set-up of contract, sound booths, equipment.
 - B. Variable costs (i.e., fee per headset, travel and lodging.
- V. Concerns and potential issues**
 - A. Distributing head sets.
 - B. Unreturned head set fees.
 - C. Equipment malfunction.
 - D. Comparing Proposals – “apples to apples”