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| Definitions |
| Interpreter shall mean the provider of the service. Client shall mean the buyer of the service; the Client can be the organiser of the event, an agency or any other person who will sign the Contract. Event shall be a meeting, a conference or any other gathering at which Interpreters are required. |
| Integrity |
| Interpreters shall be morally responsible for the integrity of their work and shall not bow to any pressure in performing it. |
| Secrecy |
| Interpreters are bound by professional secrecy and the ITI Code of Professional Conduct. |
| Contract |
| All assignments shall be the subject of a written Contract between the Client and the Interpreter and shall be signed by both. It shall be binding on both parties. If there is no time for the exchange of a written Contract, the oral Contract shall be binding. When the Interpreter's services are secured for a specific event, the Client will bear total responsibility for the organisation of said event and in respect of financial payment to the Interpreter. |
| Teams |
| A minimum of two Interpreters are required for each language booth or for consecutive or whispering interpreting lasting more than three quarters of an hour. For solo consecutive, the Interpreter will ask for 5/10 minutes breaks at the end of each hour. In a team of several Interpreters, one Interpreter shall be designated Team Leader. This Team Leader will be responsible for the distribution of work as necessary and for all liaison with the Client. |

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| Substitution of Interpreters |
| Substitution shall only be permitted in emergencies. If it is at all possible, the Interpreter undertakes to arrange for a suitably qualified replacement in such cases, who will work on the same terms the Interpreter had previously agreed with the Client. |
| Functions |
| The Interpreter's services shall not include interpreting during hours not specifically mentioned in the Contract or any written translation. |
| Preparation |
| The Client shall provide the Interpreter ahead of time with suitable information in the form of background documentation (programme, agenda, minutes of previous meetings, reports, brochures, etc.), if possible in all working languages of the conference and/or arrange for briefing. |
| Visibility/Audibility |
| The Client will ensure that the Interpreter has full visibility of the speakers if working in a booth and that the speaker is sufficiently near to be clearly heard for consecutive interpreting. |
| Presentations |
| Copies of texts and any prepared statements or presentations as well as copies of slides and viewfoils which are going to be read out by speakers during an Event should be supplied to the Interpreters in advance of the meeting by the Client and, at any rate, before the presentation. Failure to do this could mean that the text might not be interpreted in its entirety. |

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| Duration |
| A normal working day shall be seven hours, with a morning break, one mid-day break of at least one hour and one afternoon break. No demands will be made on the skills of the Interpreter during the breaks. For work in excess of this period additional fees will be negotiated and/or additional interpreters will be hired; this must be expressly pointed out in the Contract. In cases when a second team must be organised, the work will be shared equally between the two teams. |
| Quotation |
| Fees quoted by an Interpreter or on behalf of a team of Interpreters in full knowledge of the Conference Programme and conditions are valid for acceptance for three months only. |
| Fees |
| All fees and allowances are freely negotiated and shall be paid gross. Conference Interpreters' fees are chargeable on a full-day basis. All Interpreters working in the same team will be remunerated at the same rate. Exceptions can be made for rare languages. Days spent travelling to and from the Event venue will be remunerated if travelling impedes the Interpreter from carrying out another assignment. |
| Cancellation |
| If an Event is cancelled either wholly or in part, the Client shall nevertheless be liable for payment of all agreed fees as per Contract and any cost already incurred or that may have to be incurred by the Interpreter (e.g. air or train fares). Fees will be waived in part or in total if the Interpreter is offered an alternative interpreting engagement for all or part of the days involved. The fee for the new engagement will be subtracted from the amount due. |

Delayed return

Should the Interpreter's return after the end of an Event be delayed for reasons outside the control of the Interpreter, the Client should do all such things as are necessary to facilitate the Interpreter's return as quickly as possible and shall pay the interpreter for any additional period of absence at the agreed rates as if she/he had worked.

Payment

Subject to receipt of a proper invoice, fees and expenses shall be paid by the Client to the Interpreter within 30 days from the end of the Event.

VAT

Value Added Tax may be chargeable in addition of any fees, where applicable.

Equipment

Simultaneous interpreting equipment shall conform with ISO2603 and ISO4043. Video and teleconferencing will require a minimum of one 28" monitor in front of each booth, or two such screens where continuity of visibility is required.

Recording

No recording of the interpretation may be made, either by the listener or anyone else, without the consent of the Interpreters concerned. Copyright fees may apply.

Video/Films

Where video/films have to be interpreted, the interpreter must be provided with a sound feed directly into the booth. In addition the script must be available at least 24 hours prior to the showing.

Travel and accommodation

The mode of travel and the accommodation provided will be established in each contract. The Interpreter will use the fastest possible means to get to destination. Taxis to and from stations and airports will be refunded. Tickets must be fully flexible and accommodation will be single occupancy with private facilities and telephone. The Client will provide both tickets and accommodation. Should the booking be left to the Interpreter, expenses will be refunded on the first day of the Event.

Disputes

Disputes between or complaints against ITI members or associates shall be notified to ITI and settled in accordance with the Arbitration Rules of the Institute of Translation and Interpreting. All endeavours will be made to settle matters amicably. Should this not be possible, the Austrian law shall apply.

**TERMS OF BUSINESS
FOR CONFERENCE
INTERPRETING**

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