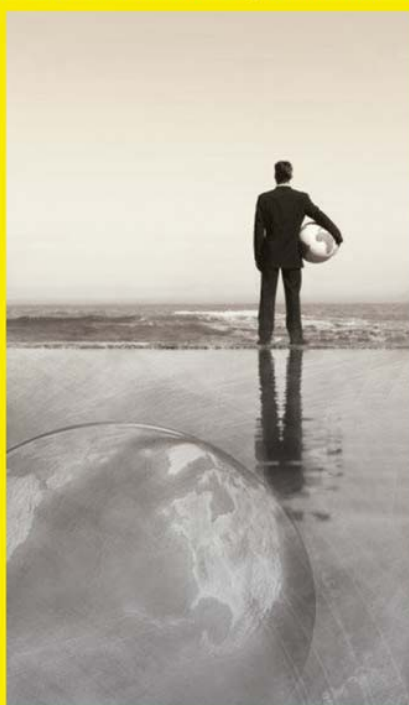


Language Marketplace

Professional Conference Interpretation Service



Conference Checklist For Success

- ✓ **Documentation:** In order to better familiarize themselves with the topic of your conference, please make sure that there are copies of all papers, presentations and if possible written speeches, as early as possible. They will study these documents and prepare their own glossaries. This will help them gain a better idea of the subject under discussion and understand your speakers better, especially those who have difficult accents or speak very fast.
- ✓ **When papers are circulated during the meeting, in particular texts for discussion, please ensure the interpreters obtain a copy before they are discussed. Each booth should receive at least one copy of such papers.**
- ✓ **Liaison:** For smooth coordination it is advisable for you to appoint one person who will be responsible for the liaison with the interpreters through their team leader or coordinator.
- ✓ **Technical Equipment:** Ensure that the equipment supplier is providing the number of booths and channels required for your meeting, that the equipment is reliable and that there are enough receivers for all the delegates.
- ✓ **Projection:** If films, slides or transparencies are to be shown and require interpretation, please ensure that the screen is clearly visible from the booths and that the interpreters have received a script or a copy of the texts to be projected in advance.

It's easier then you think...

Q: How do I begin?

A: Give us a call or e-mail the details of your event to info@conference-interpreters.ca

Q: Will Language Marketplace & its interpreters sign non-disclosure agreements?

A: Yes. A Professional Code of Ethics binds our interpreters, however we are happy to sign any company specific non-disclosure agreements as required.

Q: Are there any hidden charges not specified in the quote?

A: No. Language Marketplace clearly provides exact details of all costs on its quote.

Q: Are there any "co-ordinating" fees charged by Language Marketplace?

A: No. Our rates are all-inclusive. Language Marketplace has specialized co-ordinators who assist clients to make all language requirements transparent; at no extra charge.

Q: How much will the Interpretation services cost for my event?

A: We charge either a Half-day or Full-day rate for each interpreter required. Investor meetings over 1.5 hours require 2 interpreters. Events longer than 7.5 hours will incur an hourly overtime rate. Our rates are the most competitive in the industry; our interpreters are the most knowledgeable!

Language Marketplace

is the market leader in providing **Professional Conference Interpretation Services** (simultaneous and consecutive) in Canada.

Language Marketplace provides seamless, high-quality professional conference interpretation services for clients in the private and public sectors throughout Canada.

We provide **Conference Interpretation Services** in any subject matter including banking, medical, legal, business, and informal settings. Languages include French (European and French Canadian) Portuguese (continental and Brazilian), Spanish, Chinese, German and Japanese, as well as over 140 other languages!

We have a dynamic network of professional simultaneous interpreters and consecutive interpreters that will fit all your needs. We are specialists in supplying the highest quality professional Simultaneous Conference Interpreters.



Our Interpreters

are professionals with college and/or university degrees in Interpretation and Translation in their language pairs. They have also been certified by the Association of Translators and Interpreters of Ontario, the American Translators Association, as well as other reputable organizations. It is important that professional interpreters have these requisites as specialists in their field, as well as experience. Language Marketplace has always been committed to keeping this high level of standards when an interpreter is hired.

Our simultaneous conference interpreters are also native speakers in one language and completely proficient in the second. This is important, as it is imperative that the simultaneous interpreter be able to go back and forth from one language to the other, therefore it is fundamental to be fluent in **both** languages.



Experience You Can Trust...

Competitive Prices
Our prices are straight forward and the most competitive in the industry.

No Obligation
We offer fast and free quotes with no obligation.

Access to Reference
We have a large customer base that is accessible for references.

Please feel free to call
905-896-8428
our knowledgeable staff will help you every step of the way. Our customer service and quality will bring you back.