

Interpreting

Whether you find yourself in need of a way to communicate with a Spanish speaking employee, to participate fully in a business meeting with a Russian client, or with a Vietnamese patient, you can trust your interpreting needs to the interpreting department at INSTITUTO PANAMERICANO. With qualified and expert translators in over thirty languages, you can be sure that information you want to communicate or exchange with speakers of other languages will be represented accurately and smoothly, and that the confidentiality of its contents will be protected.

Our Interpreting department offers:

Professional native-speaking interpreters Simultaneous, consecutive and summary interpretation Free initial quote by fax, phone, email or in person Conference, phone, meeting and private interpretation sessions Single interpreter or an entire team of interpreters, equipment, runners and technicians Professional wireless interpreting equipment, i.e. transmitters, microphones, headsets, etc.

What type of interpreting events can INSTITUTO handle?

INSTITUTO PANAMERICANO interpreters provide services in all types of situations, events and environments. If you need an interpreter for a patient-doctor conversation, a major multi-national conference, a deposition in an attorney's office, a telephone conversation between a business person and a client, a business meeting or any other situation requiring an exchange in more than one language, you can trust the interpreting department at INSTITUTO PANAMERICANO to provide you with a qualified interpreter in the languages you need.

What is the process involved?

When you have a need for an interpreter, you can simply let us know via phone, e-mail, fax or in person what your specific needs are, and you will be guided through the process. When you decide you want to utilize the services of an INSTITUTO interpreter, you will sign a form authorizing provision of services and pay an initial 40% deposit. INSTITUTO personnel will interview you further to iron out the details of your event, and work to schedule the appropriate interpreter will begin immediately. Balance of your invoice is due upon the termination of the event.

How do I know what kind of interpreting service I need?

There are generally three types of interpreting services, consecutive, simultaneous and summary.

Consecutive Interpreting:

As the name implies, consecutive interpreting consists of a consecutive exchange which goes back and forth between the speakers of the two languages in question and the interpreter.

It is important to note that using consecutive interpreting services for a speech-type presentation will double the time it takes to present the material and many speakers find this type of interpreting difficult and cumbersome as it tends to break up the flow of their speech.

Simultaneous Interpreting:

Simultaneous interpreting occurs at the same time as the speech, presentation or conversation. The speaker and the interpreter are verbalizing simultaneously, with the interpreter staying approximately four or five words behind the speaker. It usually requires the use of interpreting equipment such as microphones and headsets so as to minimize distraction of persons in the audience, meeting, etc. who do not require interpretation. This type of interpreting is ideal for large group events, meetings, focus groups and other events that run on a schedule and that require minimal distractions. INSTITUTO interpreters will usually set up in as inconspicuous a location as possible, (in the back of the room, or behind a window) and will be audible only through the head sets that are made available to the persons that require the interpretation.

Summary interpreting:

This type of interpreting is not used as often as the other two and basically involves receiving a summary of what was said at the end of established intervals. This type of interpreting is much less detailed and is utilized in situations in which the client is only interested in the general idea of what was said in the other language.

Will I need special equipment?

When you let INSTITUTO personnel know that you may need an interpreter or team of interpreters, one of our event specialists will sit with you and discuss your particular needs. This person will let you know whether or not you need equipment and you will receive a quote for the rental of this equipment as part of the regular quote you receive for the interpreting job. As a rule, interpreting services for a simple dialogue, i.e. doctor/patient, attorney/client, etc., will not require any special equipment. Larger events such as conferences, large meetings and formal speeches usually do require equipment to minimize disrupting the event schedule, program, and/or audience attention.

An INSTITUTO representative will be assigned to you and to your event, and will be available to answer your questions and work with you to ensure the success of your program or event.

COME TO THE INSTITUTO TODAY AND TALK TO US ABOUT YOUR UPCOMING EVENT. WE WILL BE HAPPY TO HELP YOU MAKE IT A GREAT SUCCESS!

CALL NOW FOR YOUR QUOTE. (210) 805-8844 fax (210) 805-8845 inspanamericano@sbcglobal.net