

# **INTERPRET@ilo.org**

***When speaking in your meeting, you are best understood by everyone if you improvise.<sup>1</sup> However, if you do need to read a text, your message will be conveyed with greater clarity if you provide a copy of your text to the interpreters.***

***Simply send your text or speaking notes by e-mail to:***

**[INTERPRET@ilo.org](mailto:INTERPRET@ilo.org)**

***and the interpreters will receive it directly.***

***The object of your message should clearly state:***

***NAME – COUNTRY/GROUP - DAY – TIME or AGENDA ITEM***

***Please remember to leave enough time for the interpreters to prepare their interpretation of your text - and do not forget to read at a moderate pace.***

***If you don't have an electronic copy of your text, you can hand in a paper copy to the Secretariat.***

***Thank you for your kind cooperation, which is in the interests of good communication in your meeting and a clear transmission of YOUR message.***

***N.B.: PLEASE REMEMBER THAT INTERPRETERS ARE BOUND BY THE STRICTEST PROFESSIONAL SECRECY AND YOUR TEXT OR SPEAKING NOTES WILL BE VERY USEFUL, EVEN IF IT IS NOT THE FINAL VERSION, AS IT IS THE INTERPRETER'S JOB TO CHECK AGAINST DELIVERY.***

<sup>1</sup> For more information on conference interpretation, see the leaflet "Conference Interpretation at the ILO", available on the ILO Website.