

# BUYING INTERPRETING SERVICES

If you have never used professional interpreting services before, it can be difficult to know where to begin. So here are some tips to help you get started.



## Finding a professional

The obvious first question is how do you find a professional you can trust? A good place to start is the ITI Directory where you can search for different language combinations, types of interpreting, specialisms and see where each interpreter is based.



## Should I use an individual or an agency?

This mainly depends on the complexity of your project. If you need several interpreters for a conference, an agency can be helpful as they'll manage the whole project for you. On the other hand, if you need an interpreter to accompany you to a meeting, for example, one individual interpreter would be enough.



## How much will it cost?

Every project is different and the cost reflects that. For interpreting projects, the cost can change depending on the type of interpreting, the technology needed, travel, accommodation and meal costs for the interpreter(s), etc.



## Give your interpreter as much detail as possible

It's important that you tell your interpreter:

- The type of interpreting you need (simultaneous, consecutive)
- Who the audience is and what the subject is
- If you need in-person or remote interpreting
- Are there any particular terms you'd like the interpreter to use?
- Will the venue handle technology requirements or do you need the interpreter to help with this?

**Search the ITI Directory today!**

[www.iti.org.uk](http://www.iti.org.uk)



**Institute of Translation and Interpreting**