



# The successful conference interpreter's checklist

Management is key to a successful career as a conference interpreter. Here's a checklist for beginners.

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## **Availability management**

- Keep track of all job offers and their status
- Maintain a database of people who have offered you work and when
- Keep regular recruiters informed of your availability.

## **A conference interpreter's checklist**

- Valid ID card and/or passport
- Mobile phone, fax, answering service, high-capacity email
- Make your details known to your business contacts
- Valid work permits
- International vaccination booklet (for long-distance assignments at short notice)
- Tax returns and social security charges
- Banking instructions and credit cards details
- Health, travel and other insurance cover
- Up-to-date database of colleagues and contacts.
- A good travel agent to turn to for travel arrangements

## **Other items**

- Business cards (learn when to use them and when not to)
- Up-to-date curriculum vitae
- Filing system for your engagement contracts
- AIIC dues and other professional subscriptions
- Filing system for articles, documentation and other job-related paperwork



- Business card binder
- File management system (to keep track of potential clients, recruiters, job announcements, terminology).

### **Make the most of your free time**

- Learn to take time off and rest when you can;
- Keep abreast of current events;
- Surf the Internet and subscribe to publications of interest, read them and make notes
- Hone your language skills, including your mother tongue
- Improve your knowledge in specific fields

### ***Further Reading***

- Interpreting the Internet
- *Communicate!*, the AIIC Webzine
- Searching for Creativity in Simultaneous Interpreting

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#### **Recommended citation format:**

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