

DG Interpretation presents:

# TIPS FOR SPEAKERS

How to speak in multilingual conferences

Speak naturally, at a reasonable pace

Whether you are chairing or participating in a multilingual meeting, it is useful to think about how your message gets across through interpretation. The interpreters are there to help the meeting proceed as if everyone were speaking the same language. When you are given the floor, place the microphone directly in front of you, remove your earphones, and place them well away from the microphone. Then switch it on.

Talk with your interpreters and give them feedback



Speaking is better than reading



Remove your headphone and speak into the microphone

Quote document references

Make sure the interpreters have the text if you read a speech



Speak your mother tongue if possible

Put figures, names and acronyms clearly

You can find more details in the languages of the Union on preparing and chairing meetings, slide presentations, webstreaming and new conference technologies at:  
<http://bit.ly/vE9kqS>  
[http://ec.europa.eu/dgs/scic/index\\_en.htm](http://ec.europa.eu/dgs/scic/index_en.htm)

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