

Name and address of conference organiser.

.....  
.....  
.....

Name and address of interpreter:

J CHRYS CHRYSTELLO,  
RUA DA IGREJA 6, LOMBA DA MAIA,  
9625-115 S. MIGUEL, AÇORES, PORTUGAL

## Individual contract

(form approved by the International Association of Conference Interpreters - AIIC - version January 2002)

I. Following our conversation/correspondence with ..... we hereby confirm your engagement as  
a conference interpreter from ..... at ..... a.m./p.m. to ..... at  
..... a.m./p.m. for  
.....  
to be held at (address)  
.....

The following dates are scheduled for briefing meetings:

From ..... at ..... a.m./p.m. to ..... at ..... a.m./p.m.

The maximum duration of meeting will be from ..... a.m. to ..... a.m./p.m.  
in the morning and from ..... p.m. to ..... p.m. in the afternoon (see § 3 overleaf).

II. The Conference languages are .....

The interpretation will be consecutive in ..... room(s), and simultaneous in ..... room(s).

You will be required to provide consecutive/simultaneous interpretation from ..... into .....

The team of which you will form part will comprise ..... conference interpreters.

Names of the other interpreters: .....

..... will be responsible for liaison between the team of interpreters and the organisers.

III. The simultaneous interpretation equipment will be fixed/mobile (see § 8 overleaf).

Make: ..... Name of technician responsible: .....

IV. The interpretation will/will not be recorded (see § 4 overleaf).

### V. TRAVEL

1. Travel arrangements: .....

2. Accommodation and subsistence: .....

VI. MISCELLANEOUS (non-working days, travel days, rest days, ...if applicable):  
.....

### VII. CANCELLATION CLAUSE

.....  
.....  
.....

*The provision of services for the duration of the engagement as set out in § I above shall be subject to the following conditions:*

		TOTAL
VIII.		.....
IX.	<b>REMUNERATION</b> .....	.....
	.....	.....
X.	<b>ALLOWANCES</b> .....	.....
	.....	.....
	<b>EXPENSES</b> .....	.....
	.....	.....
	<b>TOTAL</b> .....	.....
<b>METHOD OF PAYMENT</b>		
XI.	We shall pay you the sums due to you not later than the day prior to the end of your engagement, either by a cheque drawn in your favour or in cash to you personally, in the currency of your country of domicile or in transferable and negotiable convertible currency which you will be permitted to export to the country in which you are domiciled, or by another way agreed upon in advance with the interpreters.	

XII. **GENERAL CONDITIONS**

The general conditions of work are printed on the back of this contract. Both parties are familiar with these conditions and agree to abide by them.

**REMARKS**

The Conference Organiser  
(stamp of organisation and authorised signature)

The Interpreter  
(signature)

..... (place), ..... (date)

..... (place), .....(date)

*Organiser's copy/Recruited interpreter's copy/Copy to be sent for information to the person in charge of recruitment (for instance, the consulting interpreter).*

**General conditions of work**

1. **Contracts** shall always be concluded **directly** between the interpreter and either the conference organiser, or else an intermediary duly entrusted by the conference organiser with the contractual and financial responsibility of recruiting interpreters.
2. **The functions of the interpreter** shall exclude the written translation of texts; they shall therefore be confined to the interpretation of spoken proceedings and shall not cover any event not specifically provided for in the contract. The interpreter shall be **bound by the strictest professional secrecy**. The interpreter shall be morally responsible for the integrity of his or her work and shall not bow to any pressure in performing it. Persons not belonging to the team of interpreters may not be used as interpreters to complement that team, or otherwise make use of the interpretation channels of the simultaneous interpretation equipment without the prior consent of the consulting interpreter or head of team. The distribution of work among the members of the team will be established by the interpreters themselves.
3. **A day's interpretation** shall not normally last for longer than two periods of 2½ to 3 hours each and separated by a break of at least 1½ hours. If this length of time is likely to be exceeded, the convenor shall authorise either the reinforcement of the interpreters' team in advance, or else their replacement by a fresh team.
4. **The services of the interpreter** shall as a general rule be provided solely for direct and immediate use by the listeners; no recording may be made, either by the listeners or anyone else, without the prior consent of the interpreters concerned. Copyright and all other intellectual property rights in the interpretation shall be vested in the interpreter. The interpretation may not be broadcast on radio, television, the Internet or any other medium without the prior written consent of the interpreters concerned. Any re-use of the interpretation, including availability via the Internet, shall be subject to written agreement between the organiser and the interpreters. The organiser shall indemnify the interpreter against any claims arising from the re-use of the interpretation.
5. **For their technical and terminological preparation**, the organiser shall send the interpreters **a complete set of documents** (programme, agenda, minutes of the previous meeting, reports, etc.) in each of the working languages of the conference as early as possible, but not later than 15 days before the beginning of the conference.

**If a text has to be read aloud** during the conference, the organiser shall see that the interpreters receive a copy of it beforehand (see previous paragraph). The speaker shall be warned by the organiser that the **reading speed** for a text for which interpretation is to be provided must not exceed 100 words per minute (3 minutes per double-spaced typewritten page). **The interpreter shall be under no obligation to provide interpretation of written statements if he or she has not received the text of the statement in sufficient time to study it.** If **films** are shown during a meeting, no interpretation of the sound-track shall be provided unless the sound is transmitted directly to the interpreters' headphones and unless the script has been supplied to the interpreters beforehand and the commentary is spoken at a normal speed.

6. The remuneration and the allowances are determined by mutual agreement. The remuneration shall be paid unless otherwise provided by law, net of withholding tax.
7. Travel conditions should be such that they do not impair either the interpreter's health or the quality of her/his work following a journey.
8. ISO standards 2603 and 4043 lay down the requirements for built-in and mobile booths and simultaneous interpreting equipment. If these standards are not complied with and the interpreter responsible for liaison with the organiser considers that the quality of the booths and technical equipment is not good enough to enable the team to do its work satisfactorily, or that they represent a danger to health, the team shall be under no obligation to provide simultaneous interpretation. The use of television screens, either in order to improve the direct view of the speaker and the hall, or even, in exceptional cases, as its replacement, is only acceptable with the advance consent of the interpreters involved.

For cases where remote interpretation is used (any form of teleconference or videoconference requiring the use of a video screen or monitor), it is absolutely necessary to respect the conditions stipulated in ISO 2603, with particular emphasis on article 7.1 regarding sound, and to ensure that the whole range of frequencies between 125 and 12,500 Hz is being provided in the case of an ISDN transmission.

9. **If for serious reasons the interpreter should ask to be released from the present engagement**, he or she shall arrange to be replaced on the same conditions by a qualified colleague who has been approved by the organiser and, where an interpreter recruited the team, by the recruiting interpreter.
  
10. **It is expressly agreed that any disputes which may arise in connection with the present contract shall be subject to the exclusive jurisdiction of the courts of the place of the interpreter's domicile. The law of that country shall be applicable.**