



Conference and Simultaneous Interpreting Course: Arabic-English Note-Taking and Booth Practice



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Introduction:

Conference and simultaneous interpreting, with Arabic-English note-taking and booth practice, is a 5-day course for bilingual staff who interpret orally at meetings, conferences and official visits, ending with an Interpreter Performance Portfolio. Organisations often rely on fluent employees who have never been trained to interpret, which leads to omitted figures, misheard names, drifting décalage and lapses of neutrality in front of senior guests. Nominees already interpret informally at work and practise through timed simulations, booth rotations and recorded assessments on authentic speeches. CoreConcept Training Center delivers this conference and simultaneous interpreting course.

Course Objectives:

- Select the interpreting mode, consecutive, simultaneous, whispered or liaison, that suits each meeting, conference or visit format
- Interpret Arabic and English speeches consecutively from a structured note pad with accurate figures, names and logical links
- Deliver simultaneous interpretation from a booth while controlling décalage, anticipating sentence structure and sharing the console with a partner
- Prepare terminology and a bilingual glossary before an assignment from agendas, speaker papers and previous session records
- Run remote and hybrid interpreting sessions on a generic delivery platform with checked sound, relay and backup channels
- Apply interpreter ethics on confidentiality, neutrality and role boundaries and assess own performance against a recorded scorecard

Target Audience:

- Bilingual staff who interpret orally for managers during meetings, negotiations and site visits
 - Protocol and international relations staff who accompany official delegations and interpret at bilateral talks
 - Conference and events teams who provide in-house booth interpreting for seminars, forums and board sessions
 - Corporate communication staff who interpret media briefings, town halls and partner presentations between Arabic and English
 - Language unit members whose role is moving from written translation towards oral interpreting duties
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Course Outline:

Day 1: Interpreting Modes, Active Listening and Baseline Assessment

- Interpreting Modes Compared Consecutive Simultaneous Whispered and Liaison
- ISO 18841 Interpreting Service Requirements and Interpreter Competences
- Active Listening and Speech Structure Mapping Exercises
- Gile Effort Model Applied to Listening, Memory and Production
- Baseline Recorded Interpreting Sample Scored on an Assessment Grid

Day 2: Consecutive Interpreting, Memory and Note-Taking Systems

- Short Consecutive Memory Drills Using Visualisation and Chunking
- Rozan Note-Taking Principles of Verticality, Shift and Abbreviation
- Symbol and Abbreviation Set for Arabic-English Note Pads
- Long Consecutive Reconstruction From Notes With Link Words
- Liaison Interpreting Protocol for Bilateral Meetings and Official Visits

Day 3: Simultaneous Interpreting Technique and Booth Teamwork

- Décalage Control and Ear-Voice Span Management Drills
- Anticipation Techniques for Arabic and English Sentence Order
- Booth Console Operation, Relay Channels and Microphone Discipline
- ISO 23155 Conference Interpreting Team Composition and Turn-Taking
- Whispered Interpreting Technique for One or Two Listeners

Day 4: Terminology, Numbers, Remote Platforms and Interpreter Ethics

- Pre-Conference Terminology Research and Bilingual Glossary Build
- Numbers, Proper Names and Fast Read Speech Strategies
- ISO 24019 Remote Simultaneous Interpreting Platform Setup Checks
- Voice Care, Breathing and Delivery Quality in Long Sessions
- Interpreter Code of Ethics on Confidentiality, Neutrality and Role Boundaries

Day 5: Simulation of a Case Conference Session and Recorded Assessment

- Case Conference Briefing Pack and Terminology Sheet Preparation
 - Recorded Consecutive Assessment on an Official Visit Speech
 - Recorded Simultaneous Assessment in a Booth Team Rotation
 - Hybrid Session Simulation With Remote Speakers and Relay
 - Interpreter Performance Portfolio Completion With Assessment Scorecards
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Skills You Will Gain:

- Speech Analysis Under Time Pressure
- Consecutive Note Design
- Short-Term Memory Retention
- Décalage Management
- Booth Partner Coordination
- Conference Terminology Preparation
- Remote Interpreting Setup
- Interpreter Voice Control

Why Attend This Course:

- Complete an Interpreter Performance Portfolio with recorded consecutive and simultaneous samples, scorecards and a conference glossary for the line manager or language unit head
- Decide which interpreting mode, team size and equipment a meeting, visit or hybrid conference actually needs before it is booked
- Prevent dropped figures, misrendered names and breaches of confidentiality that can embarrass the organisation before delegations and partners
- Pass on note-taking symbols, glossary templates and booth etiquette to other bilingual colleagues who are asked to interpret

Conclusion:

Back at work, the participant hands the Interpreter Performance Portfolio to the line manager or language unit head, who uses its recorded samples and scorecards to decide which meetings, visits and conferences the participant can cover alone, in a booth team or only with a senior partner. Event and protocol teams can use its glossary and briefing checklist when planning interpreted sessions. After the first live assignment, the unit should review the recording, the accuracy of figures and names, décalage stability and how well the briefing pack arrived in time.

Frequently Asked Questions FAQ:

What should participants prepare before a conference and simultaneous interpreting course?

Participants should be comfortable speaking both Arabic and English at work and have interpreted at least informally in meetings. Bringing an agenda, speech or glossary from a recent assignment helps them practise note-taking and terminology preparation on material from their own field.

How does conference and simultaneous interpreting differ from written translation courses?

Interpreting is oral and immediate: the interpreter renders speech while listening or just after it, with no time to consult references. Written translation courses focus on documents, revision and termbases, which this course touches only for pre-assignment glossary preparation.

Why do simultaneous interpreters work in booth teams and rotate?

Simultaneous interpreting places heavy, continuous demands on listening, memory and speech production, so accuracy falls as fatigue builds. Working in pairs and rotating at agreed intervals lets the passive partner note figures and names and take over before quality drops.

What do participants take back from the conference and simultaneous interpreting course?

Participants take back an Interpreter Performance Portfolio with recorded consecutive and simultaneous samples, scored assessment grids, a personal note-taking symbol set, a conference glossary template and a briefing checklist for organisers of interpreted meetings.
