



Allround Service
Monica Nadal
Excellence in Global Communication

The Agency for International Linguistic Expertise

Conferences – Translations - Transcripts



Our three Service Lines

Key Skills



Interpreting

Simultaneous – almost real-time
Consecutive – time delayed
Chuchotage – whispered

On-site Support (local/virtual)
Project coordination
Event Organisation

Interpreting/Event technology
Interpreting Platform
Audio/Video production



Translations

Core, Expert, Premium Level
Document review – Editing
Language pairs as per request

Project Management
Terminology Management
Worldwide Network of Freelancers

Video Translation / Subtitling
Edited Machine Translation
Certifications, Apostilles



Transcription

Spoken word texts
transcribed into writing –
Broad range of languages

Capture of analogue and
digital media using three
available processing methods

Post-processing for other
formats such as subtitles and
translation templates



Our Expertise

Know-how in specific sectors



Business & Finance
Annual reports, Financial reporting, Audits, Economics



Insurance & Underwriting
Policies and cover, Product information, Actuarial reports



Human Resources
Job references, CVs, In-house magazines, Training and education



Legal & Compliance
Contracts, Patents, Privacy, Compliance, Legal opinions, T&Cs



Executive Boards, Committees
AGMs, Supervisory Board matters, Minutes, By-laws & Statutes



Engineering & Technology
Automotive, Aviation, Defence, Marine, Renewables, Oil & Gas



Research & Development
Reports, Methodology guidelines, Funding applications, Surveys



Medicine & Pharmaceuticals
Medical technology, Medical reports, Scientific journals



Public Relations & Marketing
Press & Events, Products & trade shows, Websites, PR materials



Social & Brand Research
Surveys, Guidelines, Study reports, Brand strategies



Food & Drink and Health
Hospitality, Menus, Nutrition & Diet, Beauty and Well-being



Our Philosophy

Benchmarks



Long-lasting business relationships through
our PREMIUM service

Owned and managed by Monica Nadal since 1981



Our standards

The alpha and omega

- Customer-focused processes throughout all phases of production ensured by transparent and stringent **project/budget management** starting with preparation of quotation, to the planning of resources and quality control elements right across to the project completion stage.
- Close **team involvement** with customer support and project coordination activities.
- Flexible, **needs-based solutions** for shifting and/or complex project parameters while remaining true to agreed delivery deadlines.
- Continuous and transparent **process documentation** with final performance assessment and analysis of customer satisfaction and feedback.
- Deployment of qualified, specialised language **professionals** (native- tongue rule applied as necessary) in combination with **smart technologies**.
- Absolute compliance with **GDPR** and other data protection rules, and complete implementation of guidelines on confidential and classified documents.



Conference interpreting

Simultaneous interpretation of multiple event languages into target languages in parallel using technical interpreting equipment (cabins, tourguide system) on-site or virtually. Always team-based (2-3 interpreters), with members inter-changing and assisting one another.

Voice-over

Interpretation of foreign-language original recordings of videos, interviews or symposia contributions. Remote, simultaneous format (and performed in parallel if there are multiple target languages). The audio tracks containing the interpretation are dubbed over the original track.

Liaison interpreting

The interpretation process is performed on-site consecutively without the use of technical equipment during negotiation/discussion sessions with a limited number of attendees and only one language pair. The interpreting team is integrated into the meeting setting.

Video/telephone interpreting

This form mainly relates to the foreign-language interpretation of an exchange between the two speakers in a telephone or video call. The interpretation process is performed consecutively, meaning there is a time delay, and it is suitable for meetings up to a maximum of two hours long.

Conferences

Simultaneous or liaison?

Congresses, conferences, press events, supervisory board/works council meetings, product launches, sales events, trainings, factory and plant tours, negotiations, consultations



On-site support

The on-site or virtual link/bridgehead between customer, technology and interpreting team before and during an event. The on-site management service encompasses team briefing, platform/equipment test run, monitoring interpreting process, team shuttle and de-briefing.

Project coordination

Staff planning, administration/organisation of the complete interpreting/equipment deployment including travel, accommodation and per diem allowance. Preparation and distribution of briefing documents, drafting a project plan with staff and event planning as well as a detailed listing of costs.

Conference technology

Advising, devising and providing event and interpreting technology in close partnership (coordination and feedback loops) with media technology partner companies. Wireless personal "tour-guide" systems.

Remote interpreting platforms

Intelligent and cost-efficient deployment of technical equipment for simultaneous interpreting of two or more language combinations proceeding in parallel. Attendees and interpreting team are linked virtually. Capacity to easily link to WEBEX, Zoom and other platforms.

Conferences

Which set-up?

Congresses, conferences, press events, supervisory board/works council meetings, product launches, sales events, trainings, factory and plant tours, negotiations, consultations



Premium

Demanding quality standard with translation read and corrected by a reviser in accordance with DIN EN ISO 17100. An additional quality check considers cultural specifics, alternative wordings are devised and format adjustments are made.

Expert

This quality standard fully implements the guidelines contained in the DIN standard. The translation is reviewed and edited by a reviser (proof-reader) with a focus on specific terminology stipulations and technical definitions, and cross-checked to ensure it matches with the original. Minor format changes are also made.

Core

The translation is performed by a professional translator and a spellcheck is carried out. This quality standard is primarily designed to render the content intelligible. It is suitable to serve as an internal document or as the basis for further post-processing by the customer. Format changes are not performed.

MT with post-editing

The translated text is created automatically by our CAT system using existing terminology from previous translations. A professional translator performs the post-processing by revising the text and the terminology, and making the necessary corrections. No format changes are made.

Translation

Which level?

Contract/insurance texts, minutes,
process documents,
operating/programming instructions,
technical and scientific documents,
results from social/migration/
consumer studies, pharmaceutical
reports, media, web pages, press
releases



Video translation

Direct transfer, meaning textualisation of video sequences into the foreign language performed by experienced linguists, without first creating a transcript. The output is an MS Word document, and subtitle formats with time-code labels can be prepared on request.

Adaption / Transcreation

Pre-existing texts are edited by a specialist team in accordance with the stipulated proof-reading guidelines, with an additional focus on target group-based linguistic adaptations. Transcreation is the process of creating a text based on existing contents, which is localised for the target country.

Proof-reading

Review of spelling, grammar and syntax of print copies. Amendments are made using the “Track Changes” mode for easy identification. The client receives both a “clean” and a “Track Change” copy of the documents.

Review

A pre-existing manuscript is prepared by professional translators. Alongside the orthography and grammar aspects, they also make stylistic and idiomatic changes. A commentary can also be prepared on request.

Editing

Video or check?

Contract/insurance texts, minutes,
process documents,
operating/programming instructions,
technical and scientific documents,
results from social/migration/
consumer studies, pharmaceutical
reports, media, web pages, press
releases



Premium

A top quality transcription extends beyond the expert rendition of the content to include the phonetic rendering of unintelligible passages with entry of time codes, format adjustments and textual smoothing for enhanced document legibility.

Expert

For the transcription of audio recordings, such as interviews, the speakers are individually listed and templates can be applied as a basis for dictations. To ensure the rendering is as complete as possible, the content is listened to several times over and grammatical modifications made.

Core

The verbatim and direct written rendition of digital media provides a superb basis for subsequent editing steps. Dashes are inserted to distinguish between individual speakers. The format is not otherwise edited.

Video transcript

Rendering of video messages/posts; the insertion of time codes makes it simple to create translated templates for voice-overs or subtitling texts. Post-processing is possible by editing the subtitles in the relevant formats.

Transcription

Digital or paper?

Press interviews, lectures, minutes,
discussion/focus groups, patent
applications, medical reports,
workshop/doctoral thesis,
manuscripts, hand-written
documents



Other documents

Background

Following information available on request:

- Rate cards for CONFERENCES – TRANSLATIONS – TRANSCRIPTS
- Process descriptions for CONFERENCES – TRANSLATIONS – TRANSCRIPTS
- Process descriptions for CAT tools XTM – TRADOS – Across (all hosted in-house)
- Interpreting Team booking guidelines, translation requirement analysis
- List of references
- Team organisational chart
- DIN EN ISO 17100 certificate
- GPS Audit Certificate
- Security concept
- Data management in accordance with the GDPR
- Job processing contract incorporating NDA
- Compliance Statement – anti-corruption guidelines

*"Being successful requires two things:
Clear objectives and a burning desire,
to achieve them!"*

JOHANN WOLFGANG VON GOETHE

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Email or call us today.

Our team is looking forward to hearing from you.