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**Interpreting services — Conference  
interpreting — Requirements and  
recommendations**

*Services d'interprétation — Interprétation de conférence —  
Exigences et recommandations*



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ISO copyright office  
CP 401 • Ch. de Blandonnet 8  
CH-1214 Vernier, Geneva  
Phone: +41 22 749 01 11  
Email: [copyright@iso.org](mailto:copyright@iso.org)  
Website: [www.iso.org](http://www.iso.org)

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## Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see [www.iso.org/directives](http://www.iso.org/directives)).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see [www.iso.org/patents](http://www.iso.org/patents)).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT), see [www.iso.org/iso/foreword.html](http://www.iso.org/iso/foreword.html).

This document was prepared by Technical Committee ISO/TC 37, *Language and terminology*, Subcommittee SC 5, *Translation, interpreting and related technology*.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at [www.iso.org/members.html](http://www.iso.org/members.html).

## Introduction

This document responds to the need for general requirements for the provision of quality conference interpreting services. It also offers information and guidance to users of conference interpreting services and to parties involved in conference interpreting. These include:

- conference interpreters;
- conference interpreting service providers;
- consultant interpreters;
- language service providers;
- international organizations;
- governments and their departments and agencies;
- conference organizers;
- conference centres;
- providers of conference interpreting equipment;
- educational institutions and research centres.

# Interpreting services — Conference interpreting — Requirements and recommendations

## 1 Scope

This document specifies requirements and recommendations for the provision of conference interpreting services. It is primarily addressed to conference interpreters and conference interpreting service providers. It also serves as reference for users of conference interpreting services.

## 2 Normative references

There are no normative references in this document.

## 3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminology databases for use in standardization at the following addresses:

- ISO Online browsing platform: available at <https://www.iso.org/obp>
- IEC Electropedia: available at <https://www.electropedia.org/>

### 3.1 Concepts related to language

#### 3.1.1

##### **language**

systematic use of sounds, characters, symbols or signs by which to communicate

[SOURCE: ISO 20539:2019, 3.1.1]

#### 3.1.2

##### **spoken language**

*language* (3.1.1) expressed orally

[SOURCE: ISO 20539:2019, 3.4.4]

#### 3.1.3

##### **signed language**

*language* (3.1.1) which uses a combination of hand shapes, orientation and movement of the hands, arms or body, and facial expressions

[SOURCE: ISO 20539:2019, 3.2.3]

#### 3.1.4

##### **source language**

*language* (3.1.1) from which *content* (3.1.11) is *translated* (3.2.5) or *interpreted* (3.2.4)

[SOURCE: ISO 20539:2019, 3.1.3]

#### 3.1.5

##### **target language**

*language* (3.1.1) into which *content* (3.1.11) is *translated* (3.2.5) or *interpreted* (3.2.4)

[SOURCE: ISO 20539:2019, 3.1.4]