Requirements for Live Interpretation

[Dates]

[Location]

**Background:** Convening a 5-day workshop in [location] on the topic of public health informatics.

**Languages:**

* [language to language] bidirectional interpretation

**Type:** Simultaneous preferred, though consecutive may be appropriate in a few instances

**Equipment:** Interpretation should be done through microphones and headsets, provided by the vendor

**Number of days:** [# of days / dates]

**Estimated hours of interpretation/day:** [# of hours]

**Technical area:** Public health informatics

**Description of content:**

* Didactic presentations of PowerPoint slides (which will already be translated)
  + Question & answer
  + Plenary discussion
* Group activities
* Group discussion
* Ad hoc presentations (no PowerPoint slides)

**Please provide:**

* Company profile and history
* Proposed services
* Biographies and qualifications of interpreters
* Description of equipment and technology used
* Cost breakdown and pricing structure