

## CONTRACT FOR CONFERENCE INTERPRETERS

Name of the interpreter:

MRS.MIRELA WATSON  
Romanian Conference Interpreter  
United Kingdom

Name and address of Client:

Hereafter "the interpreter"

Hereafter "the client"

### STANDARD INDIVIDUAL CONTRACT

Services provided by the interpreter

The interpreter shall provide an oral interpretation of the spoken proceedings in the working languages specified below for the following conference:

Name:

Venue:

Conference Languages:

Working Languages:

The interpreter shall observe the strictest professional secrecy and shall perform to the best of her knowledge and ability.

The client shall provide a complete set of documents to the Interpreter at least 2 weeks prior to the opening of the conference.

### FINANCIAL TERMS

Fee

Allowances

Per diem (DSA)

Accommodation

Terminal expenses (transfers to /from airport, visas)

TOTAL

Exchange rate (if applicable)

OVERTIME. In the event that a conference overruns the periods specified below, an additional...per hour shall be paid with a maximum of... hours, rounded up to the nearest half hour.

PAYMENT. All monies owed to the interpreter shall be paid in full no later than 20 days following conclusion of the conference or cancellation thereof, pursuant to cancellation clause below. In case of late payment, the interpreter may charge interest of...% per day.

DEPOSIT. The client shall pay a deposit of... to the interpreter within 5 working days of the date of this agreement. In the event that this contact is cancelled by the client after payment is made but prior to the opening of the engagement contracted herein, this deposit shall be forfeited and retained by the interpreter.

CANCELLATION In the event that the conference is cancelled, shortened or postponed, or the services of the interpreter are not used, for whatever reason, the interpreter shall be compensated for the lost fees and allowances stipulated above according to the schedule hereunder, unless the interpreter finds replacement work for a part or the entirety of the same period, in which case the corresponding amount will be deducted from the compensation to be paid. In case of force majeure, and notwithstanding any other provisions of law, the interpreter shall always be entitled to compensation unrecoverable direct expenses incurred( e.g. airfare, accommodation) at the very least.

NOTIFICATION OF CANCELLATION

COMPENSATION

More than 60 days prior to the conference

No compensation

30-60 days prior to the conference

25% of fees and allowances

Less than 29 days prior to the start conference

100% of fees and allowances

GENERAL CONDITIONS

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

The interpreter  
(signature)

The client  
(signature)

Place

Date

CONTRACTUAL CONDITIONS

CONTRACTS shall always be concluded directly between the interpreter and a 'client' who shall be either the conference organizer, or an intermediary entrusted by the conference organizer with the contractual and financial responsibility of recruiting interpreters.

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 profession secrecy. The interpreter shall be morally responsible for the integrity of her work and shall not bow to any pressure in performing it.

A DAY'S INTERPRETATION shall constitute two periods of 2 ½ to 3 hours each and be separated by a break of at least 1 ½ hours. If this length of time will be exceeded, the convenor shall authorize either the reinforcement of the interpreters' team in advance, their replacement by a fresh team or payment of the overtime established herein.

RECORDING: No recording may be made, without the prior consent of the interpreters concerned.

IF TEXT HAS TO BE READ ALOUD during the conference, the organizer shall see that the interpreters receive a copy of it beforehand.

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 interpreters' domicile. The law of that country shall be applicable.