

Conference & Event Management Brochure
TRANSLATIONS-INTERPRETINGS.COM MSOC GROUP

**Informative Document
for Clients and
Business Partners**

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Conference Organisation & Event Management | Translation Services
Interpreting Services | Editing - Revising - Proofreading | DTP & Printing
Localization Services | Subtitling - Surtitling | Voice-Over | Dubbing - Synchronisation
Typing Services | Transcriptions | Professional Translation Seminars
Speech & Voice Training | Foreign Language Courses | Language Studies Abroad

Global communication needs intercultural communicators

TRANSLATIONS-INTERPRETINGS.COM MSOC GROUP: PREMIUM AND CUSTOM COMMUNICATION SOLUTIONS

TRANSLATIONS-INTERPRETINGS.COM MSOC GROUP organises, as a communication specialist, major events and conferences for ministries, embassies, international organisations, business associations, chambers, domestic and foreign businesses, international scientific associations and European Union institutions.

TRANSLATIONS-INTERPRETINGS.COM MSOC GROUP creates dedicated proposals and develops customised solutions that respond to the requirements of today's demanding and competitive marketplace. The **TRANSLATIONS-INTERPRETINGS.COM MSOC GROUP** advantage is knowledge, skills, experience, specialisation and know-how, creating high impact events that stand out from the ordinary. **TRANSLATIONS-INTERPRETINGS.COM MSOC GROUP** regularly cooperates with a well-coordinated team of associates.

The **TRANSLATIONS-INTERPRETINGS.COM MSOC GROUP** hallmark is its commitment to professional services, effective planning and efficient organisation that meet the needs of each client.

Today, events pose new requirements and increasing levels of complexity. Organisers must assess a vast array of options and promptly identify the most suitable and effective solutions. Success depends on achieving high performance in a variety of areas, each central to a well-run event:

Central Concept

Creativity

Project Management

Communication and Information Flow

Crisis Management

Flexibility

Management of Different Audience Requirements

Technology Utilisation

Decision Making

Service and Hospitality



TRANSLATIONS-INTERPRETINGS.COM MSOC GROUP: CHECK-LIST (TO ENSURE A SUCCESSFUL CONFERENCE).

Media and Public Relations (press - radio - TV - web publishing)

- Signs, staging, choreography, posters, banners, flags, etc.
- Conference file (for participants)
- Sponsors' advertising
- Internet
- ISDN
- Conference signs
- Tourist leaflets
- Registrations (tickets, staff badges, etc.)
- Press kit
- Mailshot inviting opinion leaders
- Press conference
- Press release
- Programmes
- Authorization passes for journalists
- Product handouts
- Speakers' handouts
- Advertising features
- Press coverage and translations of minutes of session during the conference
- Articles and photocopies of press cuttings
- Translations of speeches and debates
- Summaries and minutes for press and/or participants
- Word processing and DTP for any short-notice publications
- Conference proceeding file
- Transcription of speeches
- Correction and "polishing"
- Photocomposition and layout (photos)
- Printing
- Press releases and interviews
- Promotion, distribution and sale of conference file

Logistics & Services

- Hotel reservations
- Venue reservations
- Travel and picking up of participants
- Preparation of conference rooms
- Lighting and acoustics
- Heating
- Cleaning services
- Bar
- Secretarial services (management office, telephone, mobile phones, Internet, ISDN, WAP, telex, fax, modem, photocopies)
- Reception
- Messenger
- Drinks for speakers and interpreters
- Photography services
- Restaurant
- Programmes and schedules
- Guided visits
- Security

TRANSLATIONS-INTERPRETINGS.COM MSOC GROUP: CHECK-LIST (TO ENSURE A SUCCESSFUL CONFERENCE).

Interpretation and Translation

- Coordination
- Simultaneous interpretation
- Whispered interpretation
- Consecutive interpretation
- Liaison interpretation
- Sight interpretation
- Tele-conference interpretation
- Sworn interpretation
- Mixed interpretation
- Hostess services
- Drafting of minutes
- Translation service
- Word processing and desktop publishing editing services

Languages

Speeches

- English
- French
- Dutch
- German
- Spanish
- Italian
- Danish
- Swedish
- Finnish
- Portuguese
- Greek
- ...

Interpretation in

- | | | | |
|-------------------------------------|-------------------------------------|---|-------------------------------------|
| <input type="checkbox"/> ... | <input type="checkbox"/> Armenian | <input type="checkbox"/> Czech | <input type="checkbox"/> Slovak |
| <input type="checkbox"/> English | <input type="checkbox"/> Basque | <input type="checkbox"/> Hungarian | <input type="checkbox"/> Slovenian |
| <input type="checkbox"/> French | <input type="checkbox"/> Bengali | <input type="checkbox"/> Icelandic | <input type="checkbox"/> Thai |
| <input type="checkbox"/> Dutch | <input type="checkbox"/> Belarusian | <input type="checkbox"/> Indonesian | <input type="checkbox"/> Turkish |
| <input type="checkbox"/> German | <input type="checkbox"/> Bulgarian | <input type="checkbox"/> Luxembourgish | <input type="checkbox"/> Ukrainian |
| <input type="checkbox"/> Spanish | <input type="checkbox"/> Catalan | <input type="checkbox"/> Malay | <input type="checkbox"/> Urdu |
| <input type="checkbox"/> Italian | <input type="checkbox"/> Chinese | <input type="checkbox"/> Norwegian | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> Danish | <input type="checkbox"/> Korean | <input type="checkbox"/> Persian | <input type="checkbox"/> Zulu |
| <input type="checkbox"/> Swedish | <input type="checkbox"/> Estonian | <input type="checkbox"/> Polish | <input type="checkbox"/> etc. |
| <input type="checkbox"/> Finnish | <input type="checkbox"/> Georgian | <input type="checkbox"/> Romanian | |
| <input type="checkbox"/> Portuguese | <input type="checkbox"/> Hebrew | <input type="checkbox"/> Russian | |
| <input type="checkbox"/> Greek | <input type="checkbox"/> Hindi | <input type="checkbox"/> Serbo-Croatian | |

Facilities

- Soundproof booths (2 seats)
- Individual receivers (6 channels minimum)
- Microphones for chairman and participants
- Portable microphones
- Wiring system (speaker and amplification installation)
- Sound recording of contributions and interpretation
- Slide projection equipment
- Overhead projectors for transparencies
- Closed circuit television
- Giant television screen
- Recording on video cassettes
- Photographer service
- Technicians in attendance

TRANSLATIONS-INTERPRETINGS.COM MSOC GROUP: OFFICES WHERE THE LANGUAGES ARE SPOKEN AND CULTURES ARE LIVED.

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For the full contact details
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(in 17 languages)

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