

## GENERAL CONDITIONS OF BUSINESS – CONFERENCE INTERPRETATION

### 1. CONFERENCE INTERPRETATION

Standard languages for conference interpreters are: English, French, Italian, Spanish, Russian, Czech, Slovakian and Hungarian in combination with German. For assignments in Vienna, half-day rates are available for assignments up to four hours. Overtime fees apply after eight hours (one full-day rate).

### 2. RECORDING

There is an additional 50% surcharge per interpreter for the audio/video recording of the interpretation.

### 3. TRAVEL

For work outside of Vienna, expenses for travel to and from the place of assignment will be charged. In general the cost for a first or second class train ticket plus any taxi expenses will be charged, or the legal kilometer charge for travel with a private vehicle. The travel time must be paid for in addition to the time spent interpreting.

### 4. PER DIEM AND OTHER EXPENSES

For interpreting assignments outside of Vienna lasting two days or more, the event organizer shall cover the lodging and meal expenses of the interpreters or allowances for these expenses shall be agreed and billed to the event client. These fees shall be charged separately for assignments outside of Austria.

### 5. PLACEMENT/CANCELLATION OF ORDERS

A written order must be received by LanguageLink at least eight weeks before the beginning of the conference. Should the order be cancelled, the following cancellation fees will be charged:

6–4 weeks prior to the conference	25% of the amount of the order
4–2 weeks prior to the conference	50% of the amount of the order
less than 2 weeks prior to the conference	75% of the amount of the order

### 6. TECHNICAL EQUIPMENT

The organizer shall be liable for the passing out and collecting the receivers and headphones and for any loss of this equipment. A charge of €220 will apply per IR receiver and of €19 per headset that is not returned at the end of a conference.

### 7. CONFERENCE DOCUMENTS

In order to ensure adequate preparation on the part of the interpreters, conference documents such as reference materials and manuscripts of the speeches should be provided to LanguageLink no later than one week prior to the beginning of the conference. The interpreters are not obligated to interpret texts that are read from a manuscript that was not made available beforehand if the speed at which the text is read does not allow for the text to be interpreted.

### 8. MATERIAL EXPENSES

Should the costs for the copying of manuscripts, postage, messengers and similar services exceed the small claims limit, these material costs will be passed on to the customer.

(As of January 1, 2022)