

# Making your first contract *stress free*

Insider tips for interpreters working their first day for an international organisation



## The Basics

- Make sure you have the following:
- Contract
- Photo ID
- Details of the location to which you should report
- Any other documents sent to you beforehand
- (If overseas) passport, local currency, plug adapter.

## Before you leave

- Read the AIIC Agreement governing the contract and referred to therein;
- Check the website of the organisation concerned to understand how it is structured and the functions and powers of its component bodies, and to learn the inevitable acronyms and names associated with it;
- Familiarise yourself with the interpreters' section of the Institution's website, including how to check your programme and arrangements for being on call or in a reserve team;
- Note down important telephone numbers;
- Prepare for your meeting by reading background information as well as the meeting documents.

## Finding your way, your programme, your booth, the documents, etc.

It is a good idea to arrive a **day early** if:

- You are not familiar with the town
- You are not familiar with the meeting venues
- You do not know where your accommodation is or how you will travel to work
- You still have to sort out some of the paperwork.

You can use your time to:

- Obtain your access badge;
- Introduce yourself (to the recruitment office, head of your booth or chief interpreter);

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- Crack the code of the programme (the acronyms denoting meeting rooms, the language combination of each meeting, and where you can find relays and retours);
- Find the document distribution centre;
- Go into a booth, check the consoles, see where the delegations sit, learn how to get to the other booths and to the technician's room;
- Locate toilets, public areas, cafeterias, rest rooms, computers, post office, newspaper kiosk, ATMs, travel agency etc.

## Booking appointments beforehand

Each international organisation has its own operating and financial regulations as well as administrative and painstaking security procedures. Some organisations arrange for newcomers to be given a brief introduction to the premises and the in-house jargon; they realise your first day can be rather daunting.

You may have to visit several offices and would in many cases be well advised to book an appointment for some of the following:

- signing or submitting your contract
- obtaining an access badge
- getting a password for Internet access
- obtaining access to terminology databases
- completing forms for travel claims and payment of your fee, contributions to your provident/sickness insurance/pension fund, so take your banking details with you.