

## 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

Should it prove necessary for the interpreters to travel to or from the conference one day earlier or later, an additional 50% of a day rate surcharge per interpreter shall be invoiced. Travel expenses per interpreter shall be compensated in the amount of a 2<sup>nd</sup> class rail ticket (1<sup>st</sup> class for night travel) from Vienna to the conference location and back, or according to the applicable official kilometer rates.

### 4. PER DIEM AND OTHER EXPENSES

In the event that the organizer covers all costs (full room and board), a per diem charge of €36.00 per interpreter shall be invoiced. If the organizer covers the costs for room and breakfast, a per diem charge of €72.00 per interpreter shall be invoiced. If the organizer provides neither room nor board, then a per diem charge of €145.00 per interpreter shall be invoiced.

### 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 canceled, 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 receiving equipment for the delegates. A charge of €348.00 will be invoiced for each unit 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.

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