

GRADUATE SCHOOL OF
TRANSLATION AND
INTERPRETATION

CONFERENCE TERMINOLOGY AND PROCEDURES



MONTEREY INSTITUTE
MONTEREY INSTITUTE OF INTERNATIONAL STUDIES

An affiliate of Middlebury College

CONTINUING EDUCATION FOR
WORKING PROFESSIONALS

Description:

The well-known phrases "the meeting is called to order" and "the meeting is adjourned" have marked the beginning and the end of countless rounds of negotiations, discussions, debates and decisions. What in fact is the meaning of the dozens of terms used by meeting chairmen and participants in the hours in between those two phrases? Those individuals who plan, chair and speak at such meetings, as well as those who prepare the documentation and engage in translation and interpretation of the necessary materials, speeches and informal comments need to know both the relevant terminology and procedures and the meaning behind those terms. How is a resolution drafted, and how is consensus reached? Why are there sometimes literally dozens of drafts of a single paragraph? Why will delegates sometimes argue for hours over a comma or a question of wording that may seem utterly trivial to the outside observer? How can procedural motions and discussions serve to stifle or speed up the debate and resolution of an issue? While the specifics of terminology and procedure may vary from one language and organization to another, the basic tenets and rules of the game remain remarkably similar. Drawing on some 25 years of experience interpreting within the United Nations system as well as translating and consulting for numerous public and private organizations, Dr. Visson will explore the terminology and procedure used at a great variety of meetings to help the student understand the underlying motivations and tactics used by participants to achieve their goals.

About The Instructor

DR. LYNN VISSON

Lynn Visson received a Ph.D. from Harvard University, taught Russian language and literature at Columbia University and other American universities, and for more than twenty years was a staff interpreter at the United Nations, working from Russian and French into English. She is a member of the editorial board of *Mosty*, a Moscow-based journal on translation and interpretation, and a consulting editor for Hippocrene Books, NY. Of Russian background, she is the author of many works on interpretation, translation, Russian-American marriages and various aspects of Russian culture, which have been published in both the US and Russia.

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Non-Degree Programs

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Dr. Lynn Visson
14 hours, Friday-Sunday

Sept. 26, 12-2pm; Sept.27-28 10-4pm

Cost: \$700.00 USD + 25 tech fee

Registration and \$100 deposit due Sept. 12th

