Multilingual event checklist

For organisers in the UAE. From eight weeks out to the files after the event. Companion to the guide at ai.sim-trans.com/resources/guides/planning-a-multilingual-event-in-the-uae/

SIM.AI
by Sim Trans

8 weeks or more before

- [ ] Gather audience data: past delegate lists, HR data or delegation lists.
- [ ] Draft a ranked list of likely languages, starting with Arabic and English.
- [ ] Decide AI, human or hybrid interpretation for each session.
- [ ] Ask the venue for a dedicated output from the sound desk carrying every microphone, including Q&A.
- [ ] Reserve a discreet working position at the side of each room, with power.
- [ ] Agree privacy, recording, retention and processing-location requirements.
- [ ] Request a quote, and book human interpreters and booths for any hybrid sessions.

4 to 6 weeks before

- [ ] Add a registration question: which language would you prefer to listen in?
- [ ] Ask whether guests would rather listen, read captions, or both.
- [ ] Start the glossary: names, titles, organisations, acronyms and key terms in Arabic and English.
- [ ] Collect term lists and slides from speakers and the communications team.
- [ ] Test mobile signal and venue Wi-Fi from the back of every room.
- [ ] Ask the venue for a guest Wi-Fi network with enough capacity and a simple password.
- [ ] Check accessibility needs, including sign language interpreters and seating for guests who lip-read.
- [ ] Confirm human interpreters, booths and receivers for hybrid sessions.

2 weeks before

- [ ] Fix the language list within 12 channels and keep one or two free for late requests.
- [ ] Confirm any language that must be prepared in advance through Precision mode.
- [ ] Lock the glossary and turn on Precision mode for legal, government and technical sessions.
- [ ] Design table cards, badges and holding slides with the session QR code.
- [ ] Print a sample card and scan it from the back row before the full print run.
- [ ] Send PINs for private sessions with invitations or on badges, never on public screens.
- [ ] Add a recording notice to the event card and the MC script in Arabic and English.
- [ ] Send every speaker a short briefing on microphones, pace, numbers and names.

The week of the event

- [ ] Run a soundcheck with the real desk feed and, ideally, the real speakers.
- [ ] Listen to every language channel, not only Arabic and English.
- [ ] Test a language switch with a bilingual speaker.
- [ ] Scan the QR code on mobile data and venue Wi-Fi from the back row and overflow areas.
- [ ] Brief ushers and registration staff on joining, earbuds and late language requests.
- [ ] Add interpretation cues to the run of show: QR slide, MC announcement, closed segments.
- [ ] Confirm which sessions are recorded, who receives deliverables and the retention period.

On the day

- [ ] Let our team set up from the side of the room and check every channel before doors open.
- [ ] Show the QR holding slide as guests arrive.
- [ ] Have the MC explain in Arabic and English how to scan, choose a language and listen.
- [ ] Read the recording notice at the start of every recorded session.
- [ ] Pass late language requests to our on-site team straight away.
- [ ] Keep spare earbuds at the help desk.
- [ ] Put the QR slide back on screen in every break.

After the event

- [ ] Collect recordings, transcripts (.docx and .xlsx), subtitle files and the usage report.
- [ ] Review transcripts against the source-language recording before writing minutes.
- [ ] Use certified translation for any translated document that must carry official weight.
- [ ] Confirm how long recordings are kept, or ask for deletion.
- [ ] Compare listeners per language with registration answers.
- [ ] Note what worked in the venue for the next event.