

Terms and Conditions

Definitions:

“We”, “our”, or “us” refers to the Cambridge Conference Interpretation Course, its organizers Chris Guichot de Fortis and Julia Poger, or any of the course directors / teachers who work with them.

“Teachers” or “teaching staff” refers to anyone on our Course Directors page.

“Course” refers to the Cambridge Conference Interpretation Course.

“You” refers to the person attending the Course as a participant, or the employer paying for that participant’s tuition.

Our obligations:

Teachers, organizers and administrative assistants are not remunerated. Any monies not spent during the Course will be refunded to those who attended as individuals.

We will provide a conference room, interpreting booths, two interpreting consoles per booth, teaching materials, lunch on working days, extracurricular activities and events, official opening and closing meals, and teaching staff.

There will be at least one native language speaker among the teachers for each language group.

The teachers are all highly experienced freelance or staff interpreters, and are teaching techniques that have served them in the course of their career. We all have your interests at heart, as we are not in competition with you.

You have no say in which teachers we invite to work with us in any year. That decision rests solely with us. We also reserve the right to refuse to work with, and to block entry to, anyone who has in any way acted in a manner detrimental to our teachers or us.

All teachers will teach in English in the main room, and in English or one of our other working languages in breakout groups.

There will be at most a 2.5:1 student:teacher ratio, and teachers will listen to all students with their languages. Teachers will give feedback to every student they listened to, though they may group that feedback over the course of one or two days.

We will provide at least 150 minutes of either speeches in plenary every working day, or other activities that require interpreting. Most full working days will require at least 3 hours of interpreting time.

We will also provide extracurricular classes mornings and evenings on most days. These will focus on metaskills: how to deal with literary quotes, how to use texts in the booth, how to use your voice, how to market your services, etc.

We will place audio recordings and/or pre-existing video recordings of all plenary speeches after they have been interpreted, as well as most extracurricular classes after they have been taught, in our cloud storage on Sync. We will provide you with the appropriate link to that storage, for you to upload or download any photos or files.

- ★ We will inspire you to become better and more fulfilled interpreters.
 - ★ We will provide you with a safe space to try new things.
 - ★ We will open your minds to new techniques.
 - ★ We will give you fresh solutions.
- And most importantly:
- ★ What goes on in Cambridge, stays in Cambridge.

Your obligations:

If you are an individual:

- to pay the deposit within 21 days of acceptance on the Course
- to pay the balance of the tuition before 25 May
- if you are accepted after 25 May, to pay the entirety of the tuition amount within 21 days of acceptance on the Course or by the day before the start date of the Course, whichever comes first.

If you are an employer, sending an employee:

- to pay the entirety of the tuition amount within 30 days of acceptance of your employee on the Course, and no later than 25 May
- if your employee was accepted on or after 25 May, to pay the entirety of the tuition amount within 30 days of acceptance on the Course or by the day before the start date of the Course, whichever comes first.

In all cases:

You must make your own accommodation arrangements. Please see the website FAQ page for what the hotel venue provides, and for what other solutions exist.

If you cancel your participation after 25 May, refunds will only be given (minus the deposit) if we are able to find a replacement for you.

If, for whatever reason, you must leave during the Course, there can be no refunds, either in full or in part.

You must inform us in writing of any specific dietary requirements, otherwise we will assume you're an allergy-free, dairy-drinking, gluten-loving meat eater for official meals and for lunches. We accept no liability or responsibility for the contents of food in regards to allergies or reactions to any ingredient(s).

You must inform Chris if you have any illness or medical condition that affects how you work, so you may strategize with him how to best avail yourself of the CCIC's opportunities. If you choose not to inform us of such factors, then all responsibility is yours.

You will have difficulty in applying what we teach for some time. But we want you to learn. If you don't make mistakes or fail magnificently many times during the Course, you will not learn anything.

Training is not a miracle cure. You can't open your eyes and simply be better. If you don't attend the classes, if you don't listen to the teachers, if you don't practice when you get home, you will see no difference in your performance.

If you actively participate in the classes, listen to the teachers, implement what they suggest, and continue to practice once you return home, you should begin to see a marked improvement about 3-6 months after the end of the Course.

★ You agree to seek out those teachers who stated that they listened to you, and not avoid them.

★ You agree to be made to feel uncomfortable and challenged.

★ You agree to keep an open mind throughout the Course.

★ You agree to listen to all of the teachers' advice.

★ You agree to record all feedback.

★ You agree to implement feedback.

And most importantly:

★ What goes on in Cambridge, stays in Cambridge.

Social Media Policy:

Please do post:

👉 that you are on the Course,

👉 that you are in Cambridge,

👉 that you are having a wonderful time,

👉 that the teachers are slave drivers,

👉 that you are thrilled,

👉 that you are exhausted,

👉 that Chris and Julia really know how to put on a Course,

👉 that it's the biggest waste of time ...

We don't mind.

BUT if something surprised or delighted you, or it is proprietary content, then please do not post about it, post photographs or drawings of it, or any other representation.

If you are surprised or delighted, that is because earlier years showed you similar consideration – it's your turn now!

GDPR

When you contact us to ask about enrolling, or to find out about the Course, we take your name, email address, language combination if obvious, and where in the process you are (date you wrote, did we reply, did you send an enrolment form, were you put on the waiting list, etc.).

If you enroll, we keep the enrolment form electronically, whether or not you attend the Course in that year, in case you are eligible for another year. The information is not entered anywhere else.

If you enroll and we accept you for a particular year, we keep the enrolment form organized by year, and we create a mailing list for all students and teachers from that year. We also create an email list for use before and during the class, and keep that list in our email account for group emails for the next year (holiday greetings, announcements about refunds, etc.). After this time, the email group still exists, though it is used very infrequently. We may also add your email address to a list of others in your general geographical area, for reunion dinners, etc.

After the year's Course is over, some photos will be posted on our website, but they will be anonymous; if you see one you would prefer we not use, please let us know and we will remove it. Also, we will ask if we may use quotes from your feedback forms in the comments section of the website.

As per all data protection laws, if you wish your information to be removed from any of these areas, just let us know. Should you do so, if the information is no longer necessary for the smooth running of the current year's Course, the information will be deleted.

Of course, you could have asked us to do this at any time, even without any data protection laws – far be it from us to force anyone to stay in touch!

General Legal Obligations:

We reserve the right to refuse to accept anyone we feel, from past experience, does not have adequate interpreting experience at the appropriate level to benefit sufficiently from the Course format.

We do not accept responsibility for a decline in your performance when you trial new techniques to which you are exposed to during the Course.

We are not registered as a legal entity. We do not provide financial aid or visa support.

We accept no responsibility or liability for any injury, accident, loss or any grievance as a result of attending any portion of the Course on site, remotely, or at an external third party provider of facilities. You attend at your own risk.

These terms are governed by the Laws of England & Wales.