



TECHNICAL SPECIFICATIONS FOR CONFERENCE ROOMS WITH SIMULTANEOUS INTERPRETATION INSTALLATIONS

<u>BUILT-IN BOOTHS (ISO 2603-1998)</u>	<u>MOBILE BOOTHS (ISO 4043-1998)</u>
<p>1 Minimum dimensions of booths</p> <p>Width: 2.50 m for 2 interpreters 3.20 m for 3 interpreters (exceptionally for 4 interpreters)</p> <p>Depth: 2.40 m Height: 2.30 m</p> <p>2 Air Conditioning</p> <p>Each booth shall be fitted with a door providing satisfactory acoustic insulation and operating silently and an efficient and soundless air-conditioning system in accordance with ISO standard 2603-1998.</p> <p>3 Windows</p> <p>Front windows shall be across the full width of the booth. Vertical supports shall be avoided. Front and side windows shall consist of untainted anti-glare glass, satisfying the sound insulation requirements.</p> <p>4 Simultaneous interpretation equipment</p> <p>If built-in booths do not meet ISO2603-1998 or the above technical specifications, mobile booths will have to be used.</p> <p>If the booths in the room are satisfactory but not equipped with permanent simultaneous interpretation equipment, or if the equipment does not meet ISO 2603-1998 standards and the technical specifications above, the necessary equipment has to be hired.</p>	<p>1 Minimum dimensions of booths</p> <p>Width: 2.40 m (3.20 m if the languages involved require four interpreters in the booth)</p> <p>Depth: 1.60 m Height: 2.00 m</p> <p>N.B. For meetings of very short duration (maximum 1 hour) sometimes 1.60m wide booths are allowed, after consultation with DG SCIC.</p> <p>2 Ventilation/Air Conditioning</p> <p>Each booth shall have a hinged door that opens outwards, providing direct access from the room or platform. It shall operate silently and not be lockable. The booth shall be fitted with an effective ventilation system, ensuring complete renewal of the air at least seven times per hour, without causing draughts on seated occupants. It shall operate as soundlessly as possible. This means at least 2 ventilators for standard booths or bigger.</p> <p>3 Windows</p> <p>Each booth shall have front and side windows. For maximum visibility, front windows should span the whole width of the booth. Vertical support shall be as narrow as possible and shall not be in the central field of view of any working position. Windowpanes shall be untainted, clean and free from scratches.</p> <p>4 Podium</p> <p>Mobile booths should be placed on a carpeted podium about 30 cm high, which produces no mechanical noise, leaving a passage of + /- 1, 50 m width behind the booth, at the same height as the booth floor; it has safe access.</p>

REQUIREMENTS APPLICABLE TO ALL CONFERENCE ROOMS: (whether with built-in or mobile simultaneous interpretation installations)

1 Number of booths: (at least) one booth is required for every language into which interpretation is provided.

2 Equipment in the booths: At least 1 individual interpretation console per interpreter per booth.

Each console shall comprise:

- One control panel with a relay control and an outgoing channel switch. Each console shall have at least 3 relay pre-selections; in the case of 3 or more consoles per booth and interpretation from more than 6 languages, 5 relay-pre-selections are required.
- One microphone
- One set of headphones (AKG K 10 or similar). If foam pads are used they should be removable and the use of cotton covers is recommended.

3 Delegates' microphones:

i) Fixed: Normal practice is one microphone for every 2 delegates, or one per delegation, at the main conference table.

ii) Roving: Where a speaker has to move around to illustrate slides or overheads a suitable lapel/buttonhole microphone (Lavallier) must be provided.

For conferences cordless microphones may be used for participants wishing to ask questions.

4 Simultaneous Interpretation equipment

The technical equipment and booths shall be in perfect condition and installed with the utmost care. A fully qualified simultaneous interpretation installation technician (sometimes two) should remain in the room throughout the meeting to intervene if necessary.

N.B. Good co-operation between the sound-system supplier and the simultaneous interpretation equipment technicians is essential where two separate firms are involved. The simultaneous interpretation sound technicians must be given the lead role in these cases

5 Additional requirements

Compliance with fire and safety regulations for safe access and exit from booths must be ensured..

All booths must afford the interpreters a direct and unobstructed view of all proceedings in the room and of the other interpreting booths. The use of meeting rooms with pillars and columns obstructing the interpreters' view should be avoided.

If projection screens are used they must be fully visible from all booths and close enough to allow interpreters to read words and numbers. If videos or films are to be shown, interpreters must be given the script in advance and there must be direct sound feed of the soundtrack.

The booth shall be equipped with a firm working surface covered with shock-absorbent material. Interpreters shall be provided with an individual adjustable compact table light, a comfortable chair with five legs on wheels and adjustable in height, paper, writing material (no pencils), water and glasses in the booth.

A drawing of the positioning of the booths in the meeting room shall be sent to the Directorate general for Interpretation (DG SCIC) for approval.

If you are considering the use of any new technologies (videoconferences, virtual conferences, etc. with simultaneous interpretation) please consult the Directorate General for Interpretation (DG SCIC) in advance to check on the feasibility of your plans.

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