

RECOMMENDATIONS FOR HIRING SIMULTANEOUS INTERPRETING EQUIPMENT

The following equipment is required for a meeting with simultaneous interpretation (SI):

- a reliable system (booths, headphones, microphones, receivers, PA system)
 - qualified technician(s) (the equipment supplier is generally hired separately from the interpreters, though they can certainly advise you)
1. The equipment supplier should provide a **technician** to ensure that the equipment works correctly throughout the conference. Existing PA or sound systems in the meeting room are often incompatible with SI equipment.
 2. Make sure that there are enough receivers for all participants and microphones for speakers. Roving and lapel or necktie microphones should also be provided if necessary.
 3. As a rule, **one booth per language** will be needed. Check that the booths comply with ISO standards on size, ventilation and lighting.

Each booth should have one or more consoles, each interpreter having his or her own microphone, volume control, headphones and reading lamp.

4. The position of the booths should allow the interpreters to have a clear view of speakers and of the projection screens, if used.

These recommendations are intended to allow the interpreters to provide a high-quality professional service and thus contribute to the success of your meeting. An AIIC consultant interpreter will be pleased to advise you on how to organise it.

**Information provided by the interpreters of ESPaiic - Spanish Region of AIIC
(International Association of Conference Interpreters)**

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