

## Info sheet on digital events

The information compiled here give a summary of the informations useful when determining which solution is best for interpreting your multilingual event.

The number of options to interpret digital or hybrid events is increasing steadily. So, the information below only serves as a starting point, illustrating the main requirements for interpreting digital events. I'll be happy to plan your optimal solution together with you in a one-on-one call.

### General information

- ☞ Type of event / topic / speakers
  - ☞ How many (main) speakers are expected to contribute? Will there be discussions?
  - ☞ Is a *sworn* interpreter necessary?
  - ☞ Expected number of participants
- ☞ Who will be at the same location?
  - ☞ Interpreters / technicians / speakers / listeners
- ☞ Date / duration including breaks
- ☞ Conference language / languages to be interpreted into
- ☞ Contact person before / during the event
- ☞ Are preparatory materials available to be forwarded to the interpreter?  
(Manuscripts, presentations, list of speakers / guests)
  - ☞ Is a translation of event documents needed?



## Equipment

- ↪ Platform / set-up
  - ↪ Will the interpretation take place from a studio? Cloud- or web-based platform?
  - ↪ Will the participants be briefed regarding the platform and instructed on the rules of digital events (muting the microphone, speaking one after the other, clear enunciation)?
- ↪ Technician: will a technician be available for the duration of the event?
  - ↪ Testing of interpreting channels, if needed
- ↪ Moderator: was somebody chosen to moderate the event in order to ensure an orderly flow of the event (particularly regarding requests to speak)?
- ↪ Overall technical requirements
  - ↪ Audio frequency of the microphones / headphones between 125 Hz – 15000 Hz, hearing protection for peaks above 94 dB
  - ↪ Bandwidth of at least 4 Mbps download speed for audio and video channel, VPN connection, transmission of images in sync
  - ↪ How many communication channels are available? Is direct communication between the interpreters possible?
  - ↪ Are the requirements of the German Data Protection Regulation met?
- ↪ Technical requirements for active participants
  - ↪ Stable internet connection, if possible LAN without any other devices connected, quiet surroundings
  - ↪ Audio frequency of the microphones / headphones between 125 Hz – 15000 Hz

