

HOW TO USE SIMULTANEOUS INTERPRETATION AND RSI

A quick guide for speakers and conference organisers

The organizers of this conference are providing professional interpretation to enable participants of different languages and cultures to understand each other. The interpreters are your allies in conveying your message to the audience. You can help them by following these simple guidelines.



SPEED

If you have not spoken at meetings with interpretation before, it may be advisable to pace your delivery beforehand. Ideally you should allow 3 minutes per page of 40 lines. Remember that in German, Italian, Spanish and French, for example, words are longer than in English. What may seem too slow to the speaker is very likely just right for the interpreters, as well as for your international audiences.

SLIDE PRESENTATIONS

If you have a slide presentation or any written notes, whether or not you intend to follow them closely, please send a copy to the conference organisers for the interpreters in advance, so that they will be able to prepare. Interpreters do not simply rely on words - they interpret the meaning and should therefore become familiar with your subject and terminology.

BRIEFING SESSION

On request, a briefing session with the interpreters may be organised a few days before the meeting to clarify specific points, terminology acronyms and so on.

CONFIDENTIALITY

Interpreters are bound by professional secrecy, and the content of your documents will remain confidential and be returned to you on request.

ACRONYMS

If you intend to use abbreviations and acronyms that your audience may not be entirely familiar with, try to identify them at least once in your presentation.

WRITTEN SPEECHES

When reading from a script one tends to speed up, which makes it more difficult for both interpreters and the audience to follow. Whenever possible, avoid written speeches. If you must read, send the text well in advance or deliver it to the interpreters in the booth.

Q&A SESSIONS

Please wait a few seconds before answering questions, to allow the interpreters to switch between channels. This aspect is especially important when interpretation is provided in more than 2 languages. Switching between channels in remote interpreting takes longer than with onsite interpreting. If the debate gets heated and fast, the moderator should slow down the pace of the discussion and avoid overlapping.

AUDIO-VISUAL MATERIALS

If you wish to show a video and you want it to be interpreted during the conference, you should either provide the script of the video in advance or allow the interpreters to see it before projecting it. This can be done during a briefing session arranged before the conference or, if the schedule allows so, on the day of the conference.

TECHNOLOGY

When you use Remote Simultaneous Interpreting (RSI), whether interpreters work from a hub (in equipped ISO-compliant booths, with the support of a technician) or from their home studios (either on dedicated RSI platforms or on video conference platforms, such as Zoom) speakers and active participants can help the interpreters by following the additional guidelines in the following pages.

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HOW TO USE REMOTE SIMULTANEOUS INTERPRETATION

For speakers and all participants wishing to take the floor

Audio quality

- **The audio quality of built-in microphones on computers or mobile devices is not good enough for interpretation.** All speaking participants should **use an external plugged-in microphone** or a **USB headset** with a noise-cancelling microphone. The ideal frequency response of your microphone should be 125Hz to 15.000Hz.*
- **Avoid Bluetooth wireless headphones**, as they are prone to interference.
- If you use **corded in-ear headphones**, be careful about the unwanted sound that is created when the cord is touched or rubs against clothing.
- You may listen from a smartphone, but you will need a computer (desktop or laptop) if you intend to speak. The **audio quality of mobile phones is not sufficient** for remote simultaneous interpretation.
- Use a **high-speed internet connection**.
- **Hard-wire your computer** to broadband **via an Ethernet cable**. Your internet connection will be more stable. Connections via Wi-Fi or hotspots are not suitable for online meetings with interpretation. If your laptop does not have an Ethernet port, you can use a **USB to Ethernet adapter**.
- Ensure your location is as soundproof and echo-free as possible. **Don't speak from empty rooms**, use rugs, cushions, armchairs, etc. to reduce echo in your room.
- Speak from a silent, indoor site, **control sources of noise** whenever possible.
- **Turn off all sound notifications** (skype, WhatsApp, emails, etc.)
- **Mute your microphone when not speaking.**

Video quality

- Turn on your webcam when speaking – lip reading and body language help interpreters to follow what you are saying.
- Avoid sitting with a bright light behind you.
- Replicate eye contact by looking into the camera.
- If possible, choose a solid-coloured background and limit visual distractions to a minimum.

** Please contact us for more information. We'll be glad to support you in the choice of suitable microphones and headsets.*



Member of



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Making a good speech

- Speak at a moderate pace.
- Avoid reading or provide a script of your text in advance.
- Send slide presentations to the organisers for the interpreters in advance.

For hosts and co-hosts

Before the meeting

- Instruct participants on how to use simultaneous interpretation on your platform.
- Conduct rehearsal sessions and audio checks well in advance and make the necessary improvements.

During the meeting

- Check and mute participants' microphones as needed.
- Liaise with the technician and consultant interpreter who is assisting the interpreters during the meeting.

**If you have any questions, please email info@lisanitti.com
or call +0039 335 65 38 841 (mobile, WhatsApp)**

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