

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 videoconference platforms, such as Zoom) speakers and active participants can help the interpreters by following the additional guidelines in the following page.

HOW TO USE REMOTE SIMULTANEOUS INTERPRETATION

A quick guide for organisers, speakers, active participants, hosts and co-hosts

Audio quality

- Use a USB headset with high-quality, built-in noise cancelling microphone
- Connect via an ethernet cable, not Wi-Fi
- Ensure your location is as soundproof and echo-free as possible. Don't speak from empty rooms.
- Eliminate background noise and interference (indoors, avoid extraneous noise)
- Turn off all sound notifications (skype, WhatsApp, emails, etc.)
- Mute your microphone when not speaking
- Speak at a moderate pace, avoid reading (or provide a script)

Video quality

- 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

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

**Any question? Contact us today for free advice and a cost estimate for your event:
info@lisanitti.com**

For more details, also see AIIC professional Guidelines:
<https://aiic.org/site/world/about/profession/guidelines>



Interpreti e Traduttori di Lisa Nitti
Via Europa 10, 22046 Merone (COMO) Italy
Mobile phone, WhatsApp +39.335-6538841
info@lisanitti.com - www.lisanitti.com