

# HOW TO USE SIMULTANEOUS INTERPRETATION AND RSI

*A quick guide for speakers and conference organisers*

## HOW TO USE SIMULTANEOUS INTERPRETATION

*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, 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.

### CONFIDENTIALITY

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

### BRIEFING SESSION

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

### 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 in advance** or deliver it to the interpreters in the booth.

### Q&A SESSIONS

In Q&A sessions, you may need to wait a few seconds before answering to **allow the interpreters to switch between channels as needed**. If you are using remote interpreting, remember that switching between channels takes longer than at in-person meetings. If the debate gets heated, 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 showing it.

### REMOTE INTERPRETING

In Remote Simultaneous Interpreting (RSI), also known as Distance Simultaneous Interpreting, interpreters may work from a “hub” in ISO-compliant booths with the support of a technician, or from their home studios. They may work on dedicated RSI platforms or on video conference platforms, such as Zoom. In all cases, speakers and active participants should be adequately prepared to use this service. Please read the additional guidelines in the following pages.

*Updated in May 2024*

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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.
- **The audio quality of mobile phones is not** sufficient for remote simultaneous interpretation. You may listen from a smartphone, but you will need a computer (desktop or laptop) if you intend to speak.
- Use a **high-speed internet connection.**
- **Don't speak from empty rooms**, use rugs, cushions or armchairs to reduce the echo in your room. Ensure your location is as soundproof and echo-free as possible.
- **Control sources of noise**, speak from a silent, indoor site.
- **Turn off all sound notifications**, such as WhatsApp and emails, in your sound settings.
- **Mute your microphone when not speaking.**
- **Hard-wire your computer** to broadband **via an Ethernet cable, if possible.** Your internet connection will be more stable. If your laptop does not have an Ethernet port, you can use a **USB to Ethernet adapter.**
- **Update Zoom** (or other videocall platform) **before the meeting.** Old versions can hamper listening to online interpretation. All participants should have the same release.
- If you have frequent online meetings, **reboot your computer between meetings** for better results.

#### Video quality

- **Turn on your webcam when speaking** – lip reading and body language help interpreters to follow what you are saying.
- **Control your lighting.** Avoid sitting with a bright light behind you.
- Choose a clean, **solid-coloured background** and avoid any visual distractions.
- **Replicate eye contact** by looking into the camera.

### For moderators/hosts

- Check and mute microphones as needed.
- Liaise with the technician and Consultant Interpreter who is assisting the interpreters during the meeting.

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