

REMOTE INTERPRETING VIA VIDEO CONFERENCING

Checklist for your event

While digital conferences with interpretation are becoming increasingly popular, organising and running them can be a minefield. Speak to an interpreter about how to stage your conference and which video conferencing tool is best suited to you. The following points should be considered:

■ Lecture-style or interactive formats

- Are different channels available for interpretation into different languages? How many channels do you need?

■ Multimedia

- Can the speakers' sound and video, presentations and any other recordings be streamed at the same time without impairing bandwidth and quality?

■ Participants

- Are all participants connected to the internet via cable with sufficient bandwidth? Are they all using headsets with microphones which reproduce audio frequencies between 125 Hz and 15,000 Hz?
- Can everyone take part without disruptive background noise?
- Is there a limit on the number of participants the video conferencing tool allows?



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im Bundesverband der
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■ **Hosting and microphone etiquette**

- Is there a host? If so, can the host mute participants' microphones?

■ **Connection stability and quality**

- Is a technician available throughout the conference and able to intervene should any technical issues arise?

■ **Technical check**

- Have you tested whether everything works before the event takes place? Are all active participants clearly audible? What is the alternative (e. g. conference call) should there be any technical issues?

■ **Data protection**

- Does the video conferencing tool display participants' names or other personal data and have you obtained the participants' consent for this?

■ **What is the video conferencing provider's privacy policy?**

- Can video conferences be recorded by participants or the host and have the interpreters agreed to being recorded or live-streamed?

■ **Liability**

- Who assumes liability if the connection is interrupted or the system crashes?

As the situation currently stands, the association recommends using an interpreting hub for your virtual event. Get in touch with one of our interpreters for advice.