

BEST PRACTICE FOR INTERPRETERS

REMOTE INTERPRETING AT ONLINE EVENTS

OPTIONS

Do you know the different possibilities for providing remote interpreting?

Various platforms offer full multilingual functionality and allow interpreters to work in teams. Some of them are standalone solutions or can be integrated with videoconferencing software; others allow the provision of interpreting, but with limited functionality, so do your research!

PLANNING

Ask the organisers to send you a detailed programme of the event that includes the necessary breaks

Help the organisers to prepare the script of the event, keeping in mind the duration of the event and the languages of interventions. Ask for a list of participants and any written contributions/papers before the event. Sign a contract for the assignment, including provisions on possible recording/streaming of the event and limitations of liability.

TESTING

Eliminate any shortcomings beforehand

Organise a practice run with all active participants ahead of the event to test the equipment and review the timeline. Try out different configurations, play the presentations and test the cameras.

Based on the Guidelines for Remote Interpreting ([available in Slovenian](#)). For more information, contact ZKTS: zkts@zkts.si or +386 41 648 416.

LOCATION

If possible, the interpreters should work together (preferably on-site or in hubs)

The best quality of service can be provided when the interpreters work at the same location as the speakers or most of the participants. If that is not an option, interpreters can work from properly equipped interpreting hubs, while working from home should only take place in exceptional circumstances.

EQUIPMENT

Fully functioning equipment is a prerequisite for the events to run smoothly

Make sure your computer has a fast processor and sufficient memory. Use a wired internet connection, a directional microphone and headphones as recommended for remote interpreting. You should always have the option of having the active speaker, participants and presentations on your screen(s). A technician must be available at all times.

EXECUTION

Thorough preparation is key to high-quality interpreting

If a live on-site event is not an option, an online event can be a successful alternative, including in terms of interpreting quality, but take into account the necessary health considerations and working conditions.