

BEST PRACTICE FOR EVENT ORGANISERS

ONLINE EVENTS WITH REMOTE SIMULTANEOUS INTERPRETING

OPTIONS

Find the best solution for your event, taking into account its type, duration and the number of language combinations

Remote interpreting can be provided by using special platforms, allowing full multilingual mode and the services of multiple interpreters for different languages. Some platforms can be integrated with the existing videoconferencing software of your choice.

PLANNING

Take great care in planning your event. You need two interpreters per language pair and account for breaks if the event is longer than 1.5 hours

Organising remote meetings requires detailed preparation. Involve the interpreters in the early planning stage and tailor the agenda to the length and language of individual contributions. Make sure to have a contingency plan in case of technical difficulties. Send the interpreters a list of participants and any papers in writing. Do not forget about the contract!

TESTING

Eliminate any shortcomings beforehand

Organise a practice run with all active participants before the event and test the equipment. Make sure to get the speakers, interpreters and sound technician involved.

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, have the interpreters work together and from the same location as the speakers

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 active participants use computers with a fast processor and sufficient memory. A wired internet connection and a directional microphone should be used. The speaker should be captured by the camera and also displayed on the interpreters' screens. A technician must be present on site for the duration of the event.

EXECUTION

Careful planning will allow you to successfully and effectively organise remote multilingual events

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 for interpreters, and a contingency plan for technical difficulties.