



EUROPEAN COMMISSION  
DIRECTORATE GENERAL FOR INTERPRETATION

RESOURCES AND CORPORATE SERVICES DIRECTORATE  
**Corporate Meeting Room Management and Technical Compliance**

## MAIN TECHNICAL SPECIFICATIONS FOR CONFERENCE ROOMS WITH SIMULTANEOUS INTERPRETING

Please note that from 1 January 2020 interpreting booths and equipment compliant with the applicable **ISO standards published before 2016 will no longer be accepted.**

<b><u>PERMANENT BOOTHS (EN ISO 2603:2016)</u></b>	<b><u>MOBILE BOOTHS (EN ISO 4043:2016)</u></b>
<p><b>1. Minimum interior dimensions</b></p> <p style="margin-left: 40px;">Width: 2.50 m for 2 interpreters 3.20 m for 3 or 4 interpreters</p> <p style="margin-left: 40px;">Depth: 2.40 m</p> <p style="margin-left: 40px;">Height: 2.30 m</p> <p><b>2. Doors</b></p> <p>Each booth shall be fitted with a door operating silently and providing satisfactory acoustic insulation.</p> <p><b>3. Ventilation / Air Conditioning</b></p> <p>The ventilation and air-conditioning system shall be efficient, soundless and independent from that of the rest of the building. Air supply shall be 100% fresh; a complete air renewal at least seven times per hour shall be provided.</p> <p><b>4. Windows</b></p> <p>Front windows shall span the full width of the booth. Vertical supports shall be avoided. Front and side windows shall consist of colourless anti-glare glass, satisfying the sound insulation requirements.</p> <p><b>If the permanent booths do not meet ISO 2603 requirements or the above technical specifications, mobile booths shall be used.</b></p>	<p><b>1. Minimum interior dimensions</b></p> <p style="margin-left: 40px;">Width: 2.40 m for 2 or 3 interpreters 3.20 m for 4 interpreters</p> <p style="margin-left: 40px;">Depth: 1.60 m</p> <p style="margin-left: 40px;">Height: 2.00 m</p> <p>N.B. For very short meetings (max. 1 hour), sometimes 1.60 m wide booths are allowed. Please consult DG Interpretation.</p> <p><b>2. Doors</b></p> <p>At its back or side, each booth shall have a hinged door without a lock that opens outwards, providing direct access from the room or platform. It shall operate silently.</p> <p><b>3. Ventilation</b></p> <p>The booth shall be fitted with an effective ventilation system, ensuring complete air renewal at least eight times per hour, without causing draughts on seated occupants. This means one ventilator per roof panel. It shall operate as soundlessly as possible.</p> <p><b>4. Windows</b></p> <p>Each booth shall have front and side windows. For maximum visibility, front windows shall span the full width of the booth. Vertical support shall be as narrow as possible and shall not be in the central field of view of any working position. Windowpanes shall be colourless, clean and free from scratches.</p> <p><b>5. Platform</b></p> <p>Mobile booths shall be placed on a carpeted platform about 30 cm high, which produces no mechanical noise, leaving a passage of minimum 1.30 m wide behind the booths, at the same height as the booth floor; it has safe access.</p> <p><b>6. Distance</b> between booths and participants</p> <p>A free space (min. 1.50 m) shall be provided between the last row of chairs and the booths to avoid participants being disturbed by voices from the booths.</p>



# REQUIREMENTS APPLICABLE TO ALL CONFERENCE ROOMS

Whether with a permanent or a mobile simultaneous interpreting installation

**1. Number of booths:** (at least) one booth is required for every language into which interpretation is provided.

## **2. Equipment in the booths (EN ISO 20109:2016):**

### **One individual console per interpreter.**

Each console shall comprise:

- one control panel with an outgoing channel switch and a relay selection; (Each console shall have at least three single button relay pre-selections or five in the case of interpreting from more than six languages.)
- one microphone;
- one set of headphones (AKG K15 or similar).

The booths shall be equipped with:

- a firm working surface covered with shock-absorbent material;
- an individual adjustable compact table light per interpreter;
- comfortable chairs with five legs on wheels and adjustable in height;
- paper, pens (no pencils);
- water and glasses.

The technical equipment and booths shall be in perfect condition and installed with the utmost care.

**Switching a microphone ON shall switch OFF any other microphone on the same outgoing (A or B) channel.**

At least one fully qualified simultaneous interpreting technician should remain in the room throughout the meeting to intervene if necessary.

## **3. Delegates' microphones:**

- i) Fixed: Normal practice is at least one microphone for every two delegates, or one per delegation, at the main conference table.
- ii) Roving: Where a speaker has to move around or for Q&A sessions, a suitable handheld/neckband microphone shall be provided.

**To avoid confusion, the conference equipment should only allow one microphone to be switched ON at any given time. (FIFO 1 = First In, First Out with 1 active microphone)**

## **4. Additional requirements:**

**A drawing of the positioning of the booths** in the conference room shall be sent to the Directorate General for Interpretation (DG SCIC) for approval.

All booths must afford the interpreters a direct and unobstructed view of all proceedings in the room and of the other interpreting booths.

**Conference rooms cannot have pillars and columns obstructing the interpreters' view.**

Fire and safety regulations to ensure safe access and exit from the booths shall be complied with at all times.

Projection screens shall be fully visible from all booths and close enough to allow interpreters to read words and numbers. If necessary, small (max. 17") screens can be placed in the booths, one screen for two interpreters, two screens for three interpreters.

If videos or films are shown, the soundtrack shall be fed into the interpreting system; interpreters shall receive the script in advance.

**If you are considering videoconferences etc. with simultaneous interpreting, please consult the Directorate General for Interpretation (DG SCIC) in advance to check the feasibility.**

## **Contact:**

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