



Checklist for interpreters - assessment of conference rooms with fixed interpretation booths

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Centre/Organisation:

Number of conference rooms:

Date of the assessment:

Assessment carried out by Gp-Tech AIIC

Rating code: (4) Very good, (3) adequate, (2) average, (1) poor, (0) unacceptable, (Na) Non applicable

Meeting rooms								
Number of booths in meeting room								
Seating capacity in meeting room								
I. Booths								
a. Dimensions								
b. Visibility of the room								
c. Visibility of chairman/delegates								
d. Visibility of screen								
e. Visibility of adjacent booths								
f. Visibility of technician								
g. Working surface								
h. Leg room								
i. Lighting of working surface								
j. Lighting of booth (main)								
k. Lighting of meeting room								
l. Ventilation								
m. Air conditioning								
n. Heating								
o. Soundproofing								
p. Chairs (ergonomic/adjustable)								
q. Coat-hangers								
r. Ease of access to booths								



s. Access for the disabled								
t. Interpreters lounge								
u. Telephone line (int./ext.)								
v. Internet access								
w. Monitors in booths								
x. Washrooms (nearby)								
y. Emergency/escape exits								
z. Likely accidents/hazards								

Meeting rooms (contd)								
II. Equipment								
a. Brand of equipment								
b. Headphones (brand/comfort)								
c. Microphones (integrated to console?)								
d. Audio level in headphones								
e. Audio quality (background noise)								
f. Loud speakers in the room?								
g. One microphone per delegate?								
h. Volume of floor microphones								
i. Independent in channel selector								
j. Independent out channel selector								
k. Indicator of direct/on relay channels								
l. Cough toggle								
m. Intercom to chairman								
n. Intercom to operator								
o. General support by operator								
p. Access to head technician								
q. Doors?								
r. Other								
s.								

Other comments and/or suggestions would be appreciated

Recommended citation format:

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