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Simultaneous interpreting - Interpreters' working environment - Part 1: Requirements and recommendations for permanent booths (ISO/DIS 17651-1:2023)

Simultandolmetschen - Arbeitsumfeld des Dolmetschers - Anforderungen an und Empfehlungen für ortsfeste Kabinen (ISO/DIS 17651-1:2023)

Interprétation simultanée - Environnement de travail des interprètes - Partie 1: Exigences et recommandations pour les cabines permanentes (ISO/DIS 17651-1:2023)

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Simultaneous interpreting — Interpreter's working environment —

Part 1: Requirements and recommendations for permanent booths

ICS: 91.040.10

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ISO copyright office
CP 401 • Ch. de Blandonnet 8
CH-1214 Vernier, Geneva
Phone: +41 22 749 01 11
Email: copyright@iso.org
Website: www.iso.org

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

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For an explanation on the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see the following URL: www.iso.org/iso/foreword.html.

The committee responsible for this document is ISO/TC 37, *Language and terminology*, Subcommittee SC 5, *Translation, interpreting and related technology*.

This first edition cancels and replaces the fourth edition of ISO 2603:2016, which has been technically revised. The main changes are as follows:

- general update due to technological developments;
- requirements formulated in a technology neutral way;
- structural alignment between the different parts of this series of standards;
- inclusion of booth partitioning for health reasons.

A list of all parts in the ISO 17651 series can be found on the ISO website.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

Introduction

This document concerns permanent booths for simultaneous interpreting which have a direct view to a conference room.

There are a number of things to be taken into account when designing and building permanent booths. Interpreting is an activity that requires high levels of concentration, therefore the working environment has to meet the highest standards to minimize stress.

This document addresses the following:

- a) workplace setting of interpreters;
- b) visual communication between interpreters and participants at an event;
- c) sound insulation from the noise transmitted from the booth's environment to a booth.

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Simultaneous interpreting — Interpreter's working environment —

Part 1: Requirements and recommendations for permanent booths

1 Scope

This document provides requirements and recommendations for the design of permanent booths for simultaneous interpreting in new or existing buildings. This document also ensures the usability and accessibility of booths for all interpreters.

This document should be used in conjunction with ISO 20109, *Simultaneous interpreting — Equipment — Requirements*, which contains requirements and recommendations for the equipment necessary for simultaneous interpreting. For requirements and recommendations for permanent booths which do not have a direct view to a conference room, see ISO 17651-3, *Simultaneous interpreting — The interpreter's working environment — Part 3: Requirements and recommendations for interpreting hubs*.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 717-1, *Acoustics — Rating of sound insulation in buildings and of building elements — Part 1: Airborne sound insulation*

ISO 2603:2016, *Simultaneous interpreting — Permanent booths — Requirements*

ISO 3382-2, *Acoustics — Measurement of room acoustic parameters — Part 2: Reverberation time in ordinary rooms*

ISO 7730, *Ergonomics of the thermal environment — Analytical determination and interpretation of thermal comfort using calculation of the PMV and PPD indices and local thermal comfort criteria*

ISO 8995-1, *Lighting of work places — Part 1: Indoor*

ISO 16283-1, *Acoustics — Field measurement of sound insulation in buildings and of building elements — Part 1: Airborne sound insulation*

ISO 20109:2016, *Simultaneous interpreting — Equipment — Requirements*

ISO 21542, *Building construction — Accessibility and usability of the built environment*

ASNZS 2107:2000, *Acoustics - Recommended design sound levels and reverberation times for building interiors*

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

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ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- ISO Online browsing platform: available at <http://www.iso.org/obp>
- IEC Electropedia: available at <http://www.electropedia.org/>

3.1**interpreter**

person who interprets

[SOURCE: ISO 20539:23, 3.1.13]

3.2**interpreting**

interpretation

rendering spoken or signed information from a source language to a target language in oral or signed form, conveying both the meaning and language register of the source language content

Note 1 to entry: ISO 20539:2023, 3.1.11

3.3**signed language**

language which uses a combination of hand shapes, orientation and movement of the hands, arms or body, and facial expressions

Note 1 to entry:

[SOURCE: ISO 20539:2023, 3.1.7]

3.4**signed language interpreting**

interpreting (3.2) between two *signed languages* (3.3) or between a signed language and a spoken language

[SOURCE: ISO 20539:2022, 3.4.3]

3.5**simultaneous interpreting**

mode of *interpreting* (3.2) performed while a speaker or signer is still speaking or signing

[SOURCE: ISO 20539:2023, 3.4.12]

3.6**booth****simultaneous interpreting booth**

self-contained unit enclosing the *interpreter's* (3.1) work space

Note 1 to entry: One of the purposes of *simultaneous interpreting* (3.5) booths is to provide sound insulation, both from the noise transmitted from the booth's external environment into the booth itself and vice versa, and from noise passing from one booth to another.

[SOURCE: ISO 20539:2023, 3.5.2.1]

3.7**permanent booth****permanent simultaneous interpreting booth**

booth (3.6) *booth* (3.6) structurally integrated into a facility

[SOURCE: ISO 20539:2023, 3.5.2.2]

3.8**mobile booth****mobile simultaneous interpreting booth**

free-standing *booth* (3.6) *booth* (3.6) assembled from modular components which can be transported and set up at a variety of facilities

[SOURCE: ISO 20539:2023, 3.5.2.3]

3.9**control booth**

room from which technical equipment and the quality of audio and video signals are managed

[SOURCE: ISO 20539:2023, 3.5.2.5]

3.10**interpreter interface**

equipment containing controls used by the *interpreter* (3.1) to facilitate *simultaneous interpreting* (3.5)

EXAMPLE Controls for listening, viewing, speaking, signing.

[SOURCE: ISO 20539:2023, 3.5.2.8]

3.11**video display**

electronic device that represents information in a visual form

[SOURCE: ISO 20539:2023, 3.5.2.42]

3.12**overlay**

substitution of part of an image by another image

[SOURCE: ISO 20539:2022, 3.5.2.43]

4 Location**4.1 Conference room characteristics**

When new conference rooms are designed, booths shall be integrated into the structure so that the conference room itself and the booths constitute a well-balanced unit in terms of layout, people flow within buildings, accessibility and usability according to ISO 21542.

Conference rooms and booths shall be located away from any sources of disturbance, such as kitchens, public corridors and passageways.

In order to facilitate speech intelligibility, the conference room should not cause reverberation or echoes exceeding the values recommended for the type of room according to ASNZS 2107:2000.

NOTE ASNZS 2107:2000 also specifies methods of measuring the background sound level and the reverberation time in unoccupied spaces.

Booths shall receive as much indirect daylight from the conference room as possible.

Specialized entities or conference interpreters with expert knowledge of booths shall be consulted from the earliest stages of planning together with suppliers and specialists such as architects and project engineers.

4.2 Siting and visibility

Booths shall be placed in such a way that the interpreters have a direct view of the entire conference room, including the rostrum, speakers, signers, and all visual aids such as projection screens and