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Simultaneous interpreting — Interpreters' working environment —

Part 2: Requirements and recommendations for mobile booths

Interprétation simultanée — Environnement de travail des interprètes —
Partie 2: Exigences et recommandations pour les cabines mobiles

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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 document 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 of the voluntary nature of standards, 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 www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 37, *Language and terminology*, Subcommittee SC 5, *Translation, interpreting and related* technology, in collaboration with the European Committee for Standardization (CEN) Technical Committee CEN/SS A07, *Translation and Interpretation services*, in accordance with the Agreement on technical cooperation between ISO and CEN (Vienna Agreement).

This first edition cancels and replaces the third edition of ISO 4043:2016, which has been technically revised.

The main changes are as follows:

— the document has been generally updated due to technological developments;

— requirements have been formulated in a technology-neutral way;

— the structure of the various parts of the ISO 17651 series has been aligned;

— a novel approach to booth ventilation has been introduced.

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 mobile booths for simultaneous interpreting. Mobile booths are designed to be temporarily set up and used in a variety of locations not equipped for the hosting of multilingual events, for the duration of the event. This document also describes their installation and use with a direct view of the room in which the communicative event takes place.

There are a number of things to be taken into account when designing and installing mobile 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 spoken language 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;

d) dimensions, mass and handling.

Simultaneous interpreting — Interpreters' working environment —

Part 2: Requirements and recommendations for mobile booths

1 Scope

This document specifies requirements and recommendations for the design, use and siting of mobile booths for simultaneous interpreting. The main features of mobile booths that distinguish them from permanent booths are that they can be dismantled, moved and set up in a room. This document also ensures the usability and accessibility of booths for all interpreters.

This document is to be used in conjunction with ISO 20109, which contains requirements and recommendations for the equipment necessary for simultaneous interpreting. For requirements and recommendations for mobile booths which do not have a direct view of a room, see ISO 17651-3.[1)]

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 1182, *Reaction to fire tests for products — Non-combustibility test*

ISO 3382-1, *Acoustics — Measurement of room acoustic parameters — Part 1: Performance spaces*

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

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

ISO 11228-1, *Ergonomics — Manual handling — Part 1: Lifting, lowering and carrying*

ISO 11925-3, *Reaction to fire tests — Ignitability of building products subjected to direct impingement of flame — Part 3: Multi-source test*

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

ISO 21542:2021, *Building construction — Accessibility and usability of the built environment*

EN 1335-1, *Office furniture — Office work chair — Part 1: Dimensions – Determination of dimensions*

3 Terms and definitions

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

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

— ISO Online browsing platform: available at https://www.iso.org/obp

1) Under preparation. Stage at the time of publication: ISO/CD 17651-3.2:2024.

— IEC Electropedia: available at https://www.electropedia.org/

3.1
interpreter
person who interprets

[SOURCE: ISO 20539:2023, 3.1.13]

3.2
interpreting
interpretation
rendering spoken or signed information from a source language into a target language in spoken or signed form, conveying both the meaning and language register of the source language content

[SOURCE: ISO 20539:2023, 3.1.11]

3.3
simultaneous interpreting
mode of *interpreting* (3.2) performed while a speaker or signer is still speaking or signing

Note 1 to entry: The activity requires specialized equipment.

[SOURCE: ISO 20539:2023, 3.4.12, modified — Note 1 to entry has been added.]

3.5
booth
simultaneous interpreting booth
self-contained unit enclosing the *interpreter's* (3.1) workspace

Note 1 to entry: One of the purposes of booths is to provide 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]

3.6
permanent booth
permanent simultaneous interpreting booth
booth (3.5) structurally integrated into a facility

[SOURCE: ISO 20539:2023, 3.5.2.2]

3.7
mobile booth
mobile simultaneous interpreting booth
free-standing *booth* (3.5) assembled from modular components which can be transported and set up at a variety of facilities

[SOURCE: ISO 20539:2023, 3.5.2.3]

3.8
video display
electronic device which represents information in a visual form

[SOURCE: ISO 20539:2023, 3.5.2.43]

4 Location

4.1 Room characteristics

When selecting a room in which to set up mobile booths and equipment, sufficient space shall be provided to position them appropriately (see also 4.2) so that the room itself and the booths constitute a well-balanced unit in terms of layout, people flow, accessibility and usability in accordance with ISO 21542.

The room shall be properly heated or cooled and ventilated, with a CO_2 level not exceeding 1 000 parts per million.

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:

a) the A-weighted equivalent sound pressure level, L_{Aeq}, generated by the air-conditioning system, lighting and other sound sources, shall not exceed 40 dB(A), in accordance with ISO 3382-1;

b) the room should not cause reverberation or echoes exceeding the values recommended for the type of room in accordance with ASNZS 2107.

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

Where appropriate, panels of absorbing material should be used to reduce sound reflection.

The surface under the booth shall not cause electrostatic charge leading to harmful discharge, which can damage electric and electronic devices. Wherever the flooring of the room does not meet this requirement, adequate measures to protect against electrostatic discharge shall be provided.

The room shall have electrical outlets of adequate power.

The room should receive daylight.

Specialized entities or interpreters with expert knowledge of booths, qualified technicians or suppliers of such equipment shall be consulted.

4.2 Siting and visibility

A sufficiently large area shall be provided for the booths to be placed together, in such a way that the interpreters have a direct view of the entire room, including the rostrum, speakers, signers and all visual aids such as projection screens and displays. Booths shall also be situated in such a way that no columns, pillars or people standing obstruct the interpreters' view.

Booths should open onto areas only accessible to interpreters and staff supporting the work of interpreters.

The booths shall not be placed adjacent to any sources of noise or vibrations, except when sufficient sound insulation is provided.

Care shall also be taken to prevent disturbing sound effects resulting from all types of sources, including those located on other levels than the one where the booths are located.

Booths shall be raised at least 0,3 m above the flooring of the room to give the interpreters a clear view of all proceedings (see Figure 1), bearing in mind the distance from the speakers and the height of the speakers' platform and assuming a level floor. Where necessary, a platform shall be used, provided that it is stable and covered with sound-absorbing material (e.g. carpeting), offers safe access for all interpreters, and does not creak.

Dimensions in metres

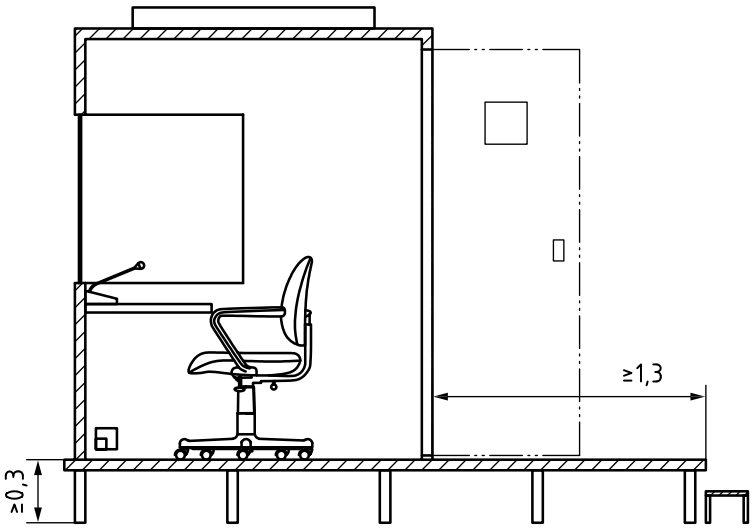

Figure 1 — Sideview of a mobile booth on a platform

In rooms without carpeting, and if there is no platform, the booths shall be placed above sound-absorbing material.

There shall be a gap of at least 1,50 m between the back of the delegates' chairs and the booths to avoid participants being disturbed by voices from the booths and vice versa.

Booths shall be grouped in such a way as to facilitate visual contact, as well as cabling, between them.

If the booths are located to one side of the room, the angle of the interpreters' line of vision towards a screen should be no less than 35°, taking the edge of the booth as a reference. The purpose of this is to give the interpreter a clear view without having to bend forward or sideways.

For extended language regimes, booths on two levels may be used. If mobile booths are placed in a two-tier construction, the necessary scaffolding and access to the upper level shall be sturdy, stable, soundless and fully secured. Special attention shall be paid to the ventilation of the lower booths.

In very large rooms, where the rostrum and/or projection screen are more than 20 m away, video displays (see 6.8) shall be used to provide a view of the speakers if the distance between the booths and the screen is ≥ 3 times the screen's diagonal measurement. See ISO 22259:2019, Annex F.

If booths are situated behind the speakers, video displays shall be used; these should be used in booths situated on the upper level.

4.3 Accessibility

Access to the booths shall be provided by an unhindered, safe and adequately lit passage, at least 1,20 m wide (see Figure 1). When possible, there should also be a separate access from outside the room.

Access to the room past the booths should be avoided.

When required, booths accessible to persons with disabilities shall be supplied.

4.4 Technical control and technical support staff

The technical control should be placed close to the interpreting booths, so that visual communication between the technical support staff and the interpreters is possible.

The technical control should be easily accessible for the technical support staff.