



EUROPEAN COMMISSION  
DIRECTORATE GENERAL FOR INTERPRETATION

RESOURCES AND CORPORATE SERVICES DIRECTORATE  
Audiovisual Solutions and Sound Quality

## Presidency Technical Specifications

The purpose of this document is to outline the technical specifications for conference and interpreting equipment used for meetings, conferences and events taking place in the Presidency country.

**The technical provider should be able to supply equipment and services according to the following requirements:**

*Given the nature of the use of conference and interpreting equipment, the technical provider shall take account of the high reputational value accorded to the successful delivery of meetings, conferences or events in which the equipment is used. The aesthetic characteristics are therefore important and the reliability is paramount.*

1. The conference control system shall provide a versatile means of fulfilling conference requirements including conference management, simultaneous interpreting and language distribution<sup>1</sup>. The system should be modular and have the capacity to enable the required facilities in any desired configuration, permitting a high degree of flexibility. Operation and installation should be simple.
2. The system shall include specific functions for chairperson's and delegate units. Delegate units should operate automatically or be controlled centrally.
3. It should be possible to manage the conference system via a computer with user-friendly software, which should assist in preparation, controlling and monitoring. Manual operation shall be possible in the event of a failure.
4. It should be possible to couple the conference control system to both analogue and digital audio systems and language distribution systems.
5. The range of equipment of the conference system shall also include application-specific software modules, information display systems and installation equipment. The range should also be complemented by external equipment such as cameras, video displays and monitors, amplifiers, loudspeakers and accessories; all of which should be fully compatible and easily integrated into the system.
6. Signals should be transmitted and processed by means of advanced digital-audio technology, which should result in high-level audio performance, bandwidth minimum 125 - 15 000 Hz, with no losses in signal quality or level during transmission.

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<sup>1</sup> The minimum number of audio channels depends on the number of languages to be interpreted.

7. The system shall not pick up audible interference from any nearby electromagnetic sources.
8. The system shall ensure data transmission securely.
9. The conference system should control the camera system to ensure that speaking delegates are shown on video displays and monitors if necessary.
10. The language distribution system shall provide interference-free, high-quality audio distribution, enabling delegates to listen to the language channels.
11. Interpreting equipment shall comply with EN ISO 20109:2016.
12. Permanent interpreting booths shall comply with current editions of all national and international standards and in particular with EN ISO 17651-1.
13. Mobile interpreting booths for three interpreters shall be of the highest standard and modular in design. The booths shall be designed and tested in accordance with current editions of all national and international standards and in particular with EN ISO 17651-2.

#### **Non exhaustive list of equipment**

*Please note that quantities are only indicative and shall be checked against the number of parallel meeting rooms in use, the size of the room, the number of participants at the main table, in the second and third rows, the listening room, the press conference room and possibly a working meal, and the language combination requested for each meeting.*

1. **Central control unit:** 1 per meeting or conference room.  
To manage the conference and interpreting system.  
UPS to provide min. 30' full system backup.
2. **Control computer:** 1 per meeting or conference room.  
Computer, at least 20" monitor, keyboard, mouse, all necessary software.
3. **Delegate unit:** Number depending on the number of participants around the main meeting table. In general one per two participants, or one per participant for very high-level events.  
Desktop unit, with one or two language channel selectors and removable gooseneck microphone at least 30 cm, ideally 40 cm long.
4. **Chairperson unit:** 1 per meeting or conference room.  
Desktop unit, with channel selector and removable gooseneck microphone at least 30 cm, ideally 40 cm long.

*Wireless delegate and chairperson units are acceptable for use and especially practical during working meals. Please check the security requirements prevailing for the event in question.*

5. **Language distribution system:** Equipment and quantity depending on the size of the meeting room and the number of participants (i.e. in the second and third rows in the main meeting or conference room, the number of participants in the listening room, the working meal and the press conference, ...)
6. **Delegate headphones:** Quantity depending on the total number of participants.  
Robust, hard shell-type headphones.
7. **PA System:** 1 per meeting or conference room.  
Consisting of all necessary elements, adapted to the size of the room.
8. **Simultaneous interpreting booth:**
  - Permanent booths shall comply with EN ISO 17651-1.
  - Mobile booths shall comply with EN ISO 17651-2.  
Min. width: 2.40 m - N.B. For very short meetings (max. 1 hour), sometimes 1.60 m wide booths are allowed.

*The number of booths depends on the language regime. (One booth per active language - Asymmetrical language regimes might require extra booths!)*
9. **Platform:**  
All booths should be raised on a platform of at least 30 cm above the floor to ensure better visibility towards the room.
10. **Interpreter desk:** 2 or 3 per booth, depending on the language regime.  
According to EN ISO 20109:2016.
11. **Interpreter headphones:** 1 per interpreter.  
According to EN ISO 20109:2016.
12. **Office chair:** 1 per interpreter  
Reclining and adjustable in height, with armrests and on 5 wheels.
13. **Small reading lamp:** 1 per interpreter.
14. **230V outlet:** At least 1 per interpreter.
15. **Cameras:** Quantity depending on the size of the meeting or conference room but at least two.  
Controlled by the conference system to capture active speakers.
16. **Video projectors and screens:** Quantity depending on the size of the meeting or conference room.  
To display the active speaker or presentation.
17. **Monitors:** Quantity and diagonal depending on the size of the table.  
To install inside the meeting table rectangle.
18. **Max. 17" monitors:** In the interpreter booths - 1 per booth if 2 interpreters, 2 per booth if 3 or 4 interpreters.  
The monitor's lower edge should touch the working surface in the booth.

**19. Video equipment:**

Consisting of all necessary elements for image control and display.

**20. Language displays:**

Panels displaying the formal language name and the channel number shall be placed visibly above the front of the booth windows for the participants. Panels displaying the language code according to ISO 639-3 shall be placed visibly at the back of each booth for interpreters. To help interpreters find their booths, a room plan may be provided at the entrance (used by interpreters).

*Language channel numbers shall respect the EU protocol order (see Annex); for COSAC meetings, a deviating order applies (GLE=23 & HRV=24). If the language regime is not a full one, the unused language channel numbers shall be assigned in a way so that a coherent series is formed respecting the protocol order of the languages.*

**21. Installation accessories and cabling:**

Accessories to simplify the system installation of all of the above, as per manufacturer recommendation - if any.

**22. Spare equipment:** As necessary for the flawless functioning of the system.

**23. Services:**

At all times, at least one skilled conference technician specifically trained for the equipment used shall be present in each meeting or conference room to ensure a flawless operation of the systems.

**Technical Compliance (DG SCIC.C.5)**

[scic-conform@ec.europa.eu](mailto:scic-conform@ec.europa.eu)