

# DECLARATION OF COMPLIANCE

To be completed and signed by the equipment supplier after securing the contract

One declaration per meeting, room or session

To be returned to:

EUROPEAN COMMISSION  
Directorate General for Interpretation  
Technical Compliance  
[scic-conform@ec.europa.eu](mailto:scic-conform@ec.europa.eu)

1. Meeting:

Date: From:  To:

Language regime: From:  passives languages Into:  active languages

If the number of passive languages exceeds the number of active languages, additional booths might be required.

2. Venue:  Room:

Address:

Contact:  Cell phone:

Email:  Website:

3. Local organiser:

Address:

Contact:  Cell phone:

Email:  Website:

## 4. Interpreting booths

The number of booths shall be at least equal to the number of active languages.

Number of permanent booths:

Permanent booths shall comply with EN ISO 17651-1.

Interior dimensions:	Booth #	Width	m	Depth	m	Height	m
	# 1	<input type="text"/>		<input type="text"/>		<input type="text"/>	
	# 2	<input type="text"/>		<input type="text"/>		<input type="text"/>	
	# 3	<input type="text"/>		<input type="text"/>		<input type="text"/>	
	# 4	<input type="text"/>		<input type="text"/>		<input type="text"/>	
	# 5	<input type="text"/>		<input type="text"/>		<input type="text"/>	
	# 6	<input type="text"/>		<input type="text"/>		<input type="text"/>	

A/C: Yes ☐ No ☐

Number of mobile booths:

Mobile booths shall comply with EN ISO 17651-2.

Brand and model:

Interior dimensions:	Width	m	Depth	m	Height	m
	<input type="text"/>		<input type="text"/>		<input type="text"/>	

Ventilation: Yes ☐ No ☐ One ventilation unit per ceiling element.

Total size of the carpeted platform:	Width	m	Depth	m	Height	m
	<input type="text"/>		<input type="text"/>		<input type="text"/>	

CO2 Detector: Yes ☐ No ☐

Dimmable overhead light source: Yes ☐ No ☐

Individual table lights: Yes ☐ No ☐

Office chairs on wheels: Yes ☐ No ☐

Please answer for both permanent and/or mobile booths.



## 5. Interpreting equipment

Interpreting equipment shall comply with EN ISO 20109:2016.

Brand and model:

Number of interpreters' consoles per booth:

3 consoles per booth are required for more than 6 languages.

Brand and model of interpreters' headphones:

Number of displays (max 17") per booth:

1 display for 2 interpreters / 2 displays for 3 or more interpreters.

Number of booths with displays:

## 6. Supplier:

Address:

Contact:

Cell phone:

Email:

Website:

☐

I declare having a signed contract to supply the above mentioned equipment.

☐

I certify the compliance of this installation with the technical specifications and the applicable ISO standards.

☐

I undertake to supply this equipment in perfect condition.

☐

I append a simulation on scale of the meeting room and the booths.

☐

I undertake to inform the Directorate General for Interpretation of any change.

Date:

Signature:

A scanned signature may be inserted.

Comments: