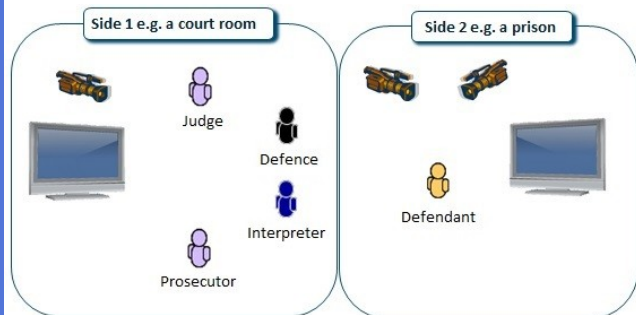
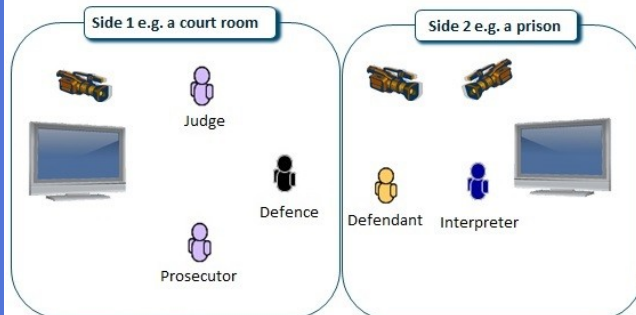


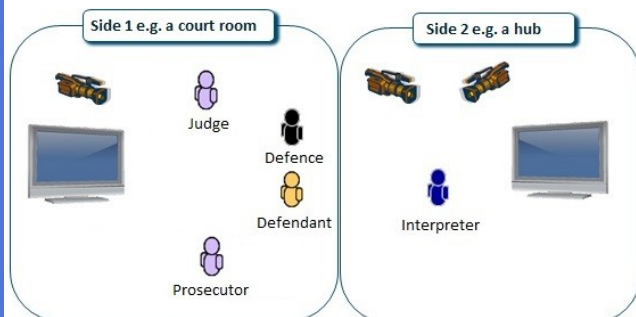
## Participant locations in a VC with interpreter



**Videoconference interpreting, variant 1**



**Videoconference interpreting, variant 2**



**Remote Interpreting**

## Where to get help and more information...

- **AVIDICUS Project**  
Centre for Translation Studies  
University of Surrey  
Guildford  
GU2 7XH  
United Kingdom  
[info@videoconference-interpreting.net](mailto:info@videoconference-interpreting.net)
- **AVIDICUS guidelines**  
The full version of the guidelines is included in the *Guide on Videoconferencing in Cross-Border Proceedings*, published by the European Council and available at the European eJustice portal:  
<https://e-justice.europa.eu>
- **AVIDICUS website**  
For further information, please see:  
<http://www.videoconference-interpreting.net>

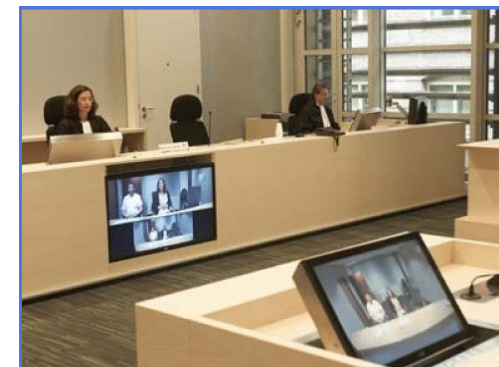


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## VIDEOCONFERENCING & INTERPRETING IN LEGAL PROCEEDINGS

### A Quick Guide for Legal Interpreters



## Before the VC Session...

- You should be provided with practical details, in addition to the normal briefing, e.g. date and time of the VC session, expected duration, who else is involved, and where they will be located (see diagrams). If these details are not provided, ask for them.
- Ascertain from the person booking you whether you have a choice of location (e.g. whether you could work from court or from prison). If you do, let the person know of your choice. If you don't, ask where you will be located.
- If possible, ask to visit the site at which you will be located in advance and/or arrive early to acquaint yourself with the setup.
- The VC link should be tested in advance in your presence. If it is not, ask for this to be done.
- Agree communication procedures with the legal professional conducting the session; e.g. how long speech turns should be, how you will intervene for clarification, and so on.
- Ask the legal professional what should happen in the event of technological breakdown.



## During the VC Session...

- Before the start of the interview, hearing or similar, ask to be given a concise and factual briefing and, where relevant, ask to see any exhibits.
- Control your position in relation to the camera (or the camera that is nearest to you) and the screen(s).
- Check that you can see/hear and be seen/head.
- Agree procedures with the legal professional for the start of the session, including how the introductions will be carried out.
- Agree procedures with the legal professional for the rest of the session, including communication management (e.g. visual signals to stop a speaker).
- Pace your speech delivery carefully and ensure you follow the communication procedures you agreed with the legal professional before the session.
- Speak clearly, but do not raise your voice unduly. Speak as you would in a face-to-face encounter.
- Monitor your comprehension closely to avoid mishearings. Ask for clarification if you are unsure.
- Be clear in your output but avoid repetitiveness.
- Use the signals agreed at the start to take the floor; if you use gesture, make sure your hands are visible to the other side.
- Control your non-verbal behaviour: create an illusion of eye contact by looking at the screen and towards the camera, and control your facial expression.
- If you have to move out of shot, explain what you are doing.
- Ask for a break if you need one.

## After the VC Session...

- If possible and appropriate, ask for a short debriefing with the legal professional after the session.
- If you encountered particular problems during the session, try to identify the source of these.
- Report any problems to the legal professional or the institution for which they work.
- Keep a record of VC sessions in which you have participated, noting problems, how these were resolved during the session, and what points of good practice you observed.
- Revisiting this record periodically and modifying your VC behaviour will help improve VCs for you and for the other participants.

### **Remember:**

***The videoconference setting should be as similar to a traditional encounter as possible. Do not change anything just because of the video link if it is not necessary to do so.***

