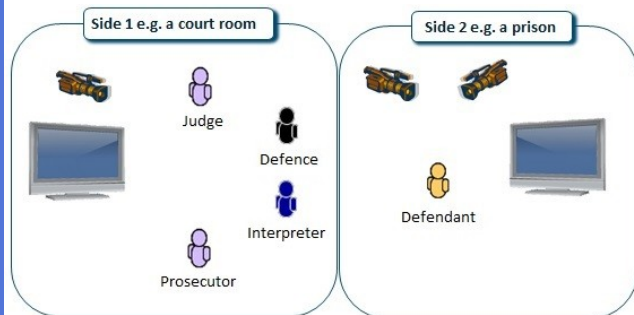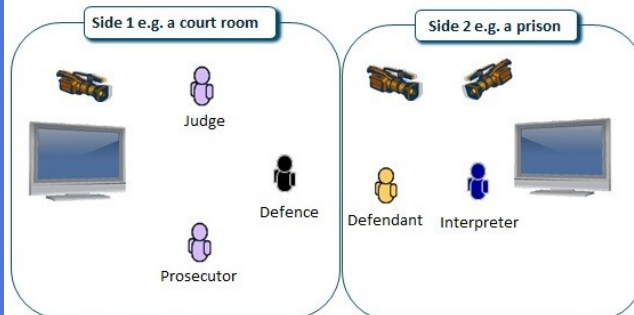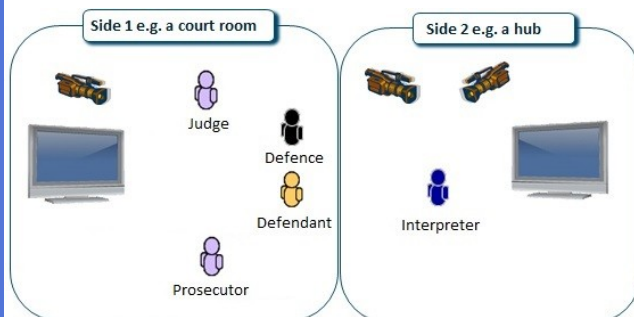## Participant locations in a VC with interpreter

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

- **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

VIDEOCONFERENCING & INTERPRETING IN LEGAL PROCEEDINGS

A Quick Guide for Legal Practitioners and Police Officers
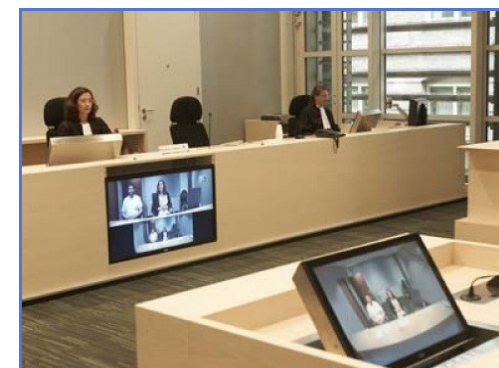
Before the VC Session...

- Ensure that all participants, especially the interpreter and the other-language speaker, know in advance of the session that a video link is required.

- Use a qualified and experienced legal interpreter. If possible, the interpreter should be trained in working via video link.

- Provide the interpreter with practical details, in addition to the normal briefing, e.g. date and time, expected duration, who else is involved, and where they will be located (see diagrams).

- If the interpreter has a choice of location (e.g. court or prison), ascertain their choice. Otherwise, inform them of where they will be located.

- Let the other-language speaker know where the interpreter will be located.

- Ensure that the VC connection is tested in advance. The testing should be done in the interpreter's presence.

- Agree communication procedures with the interpreter; for example, how long speech turns should be, how the interpreter will intervene for clarification, and so on.

- Ensure that a course of action is in place in the event of technological breakdown.

During the VC Session...

- Before the start of the interview, hearing or similar, give the interpreter a concise and factual briefing and, where relevant, show exhibits to the interpreter, just as you would in a traditional setting.

- Control the way you are positioned in relation to the camera (or the camera that is nearest to you) and the screen(s).

- Check that all participants can see and hear each other adequately before you start the proceedings.

- Pace your speech delivery carefully and ensure you follow the communication procedures you agreed with the interpreter before the session. Do not rush.

- Remember to pause regularly for the interpreter and give them enough time to deliver the interpretation. Keep in mind that it is often more difficult in a VC than in a traditional setting to coordinate who speaks.

- Speak clearly, but do not raise your voice unduly. You should be able to speak as you would in a face-to-face encounter.

- Use clear, unambiguous language as far as possible.

- Check periodically that all participants can be seen and heard clearly.

- If you have to move out of shot, explain what you are doing.

- Respect the interpreter's requests for clarification and resolution of problems, and requests for a break.

- Stop the session if technological adjustments are required, e.g. if the camera zoom needs to be altered.

After the VC Session...

- If possible and appropriate, have a short debriefing with the interpreter after the session.

- If you encountered particular problems during the session, try to identify the source of these.

- Report any recurring problems you may encounter to your institution, technician or, if appropriate, technology provider.

- 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.