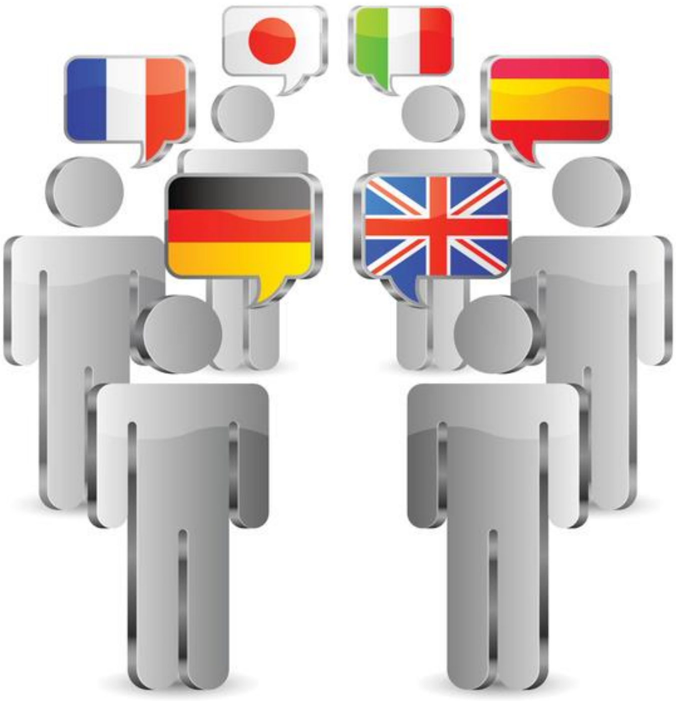

Sanako Study Guide

Conference Interpreting Activity

An essential guide for anyone using the Conference Interpreting activity

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1. Introduction

The Conference Interpreting activity provides a full simultaneous interpreting environment for actual conferences or in the training of interpreters.

The solution is software based and runs on any networked Windows PCs, laptops or tablets with standard headsets, microphones and headphones – please refer to sections 2.1 and 2.2 for full specifications. No extra bespoke cabling or proprietary hardware is required. Any position can become any role and you are not limited by physical location, the solution can be fully portable.

Conferences are set up by selecting interpreters, delegates and observers and all the audio can be saved at the end as MP3. The saved audio will have both the source (delegate) audio on one track and the selected interpreter on the other in order to allow for a full evaluation of how that interpreter performed for feedback and training purposes using our two-track recording solution.

1.1 An explanation of Conference Interpreting roles

Within the field of conference interpreting there are several standard roles given to different stakeholders within such an environment. This software uses the industry standard naming conventions which are defined as follows.

1.1.1 Chair

The person in charge of the conference with the ability to listen in and speak to all parties.

1.1.2 Delegate

An active member of the conference who will be participating in the discussion.

1.1.3 Interpreter

A skilled linguist who listens to the delegates and simultaneously interprets what they hear to a stated language.

1.1.4 Observer

A person who is not actively part of the discussion but simply wants to listen to the delegates or an interpreter.

1.2 An explanation of key terminology used in this guide

Within the field of conference interpreting there is some key terminology. This software uses the industry standard terminology which is defined as follows.

1.2.1 The Floor

The Floor is a term given to all of the delegates as a whole. In effect the person or persons who are speaking have the floor.

1.2.2 Relay

This is a term given to the process whereby an Interpreter is not listening to The Floor to interpret but is listening to another Interpreter. This is the case when say for example a delegate is speaking in a language that Interpreter 1 does not understand. In this case they may listen to Interpreter 2 who speaks a language they understand and interpret from that. In effect the audio being fed back to the delegates from Interpreter 1 has been relayed via Interpreter 2.

1.2.3 Booth

It is common that the conference interpreters are physically located in a sound proof booth. This allows them to remove extraneous noise and aids performance.

1.2.4 Program and Student Tracks

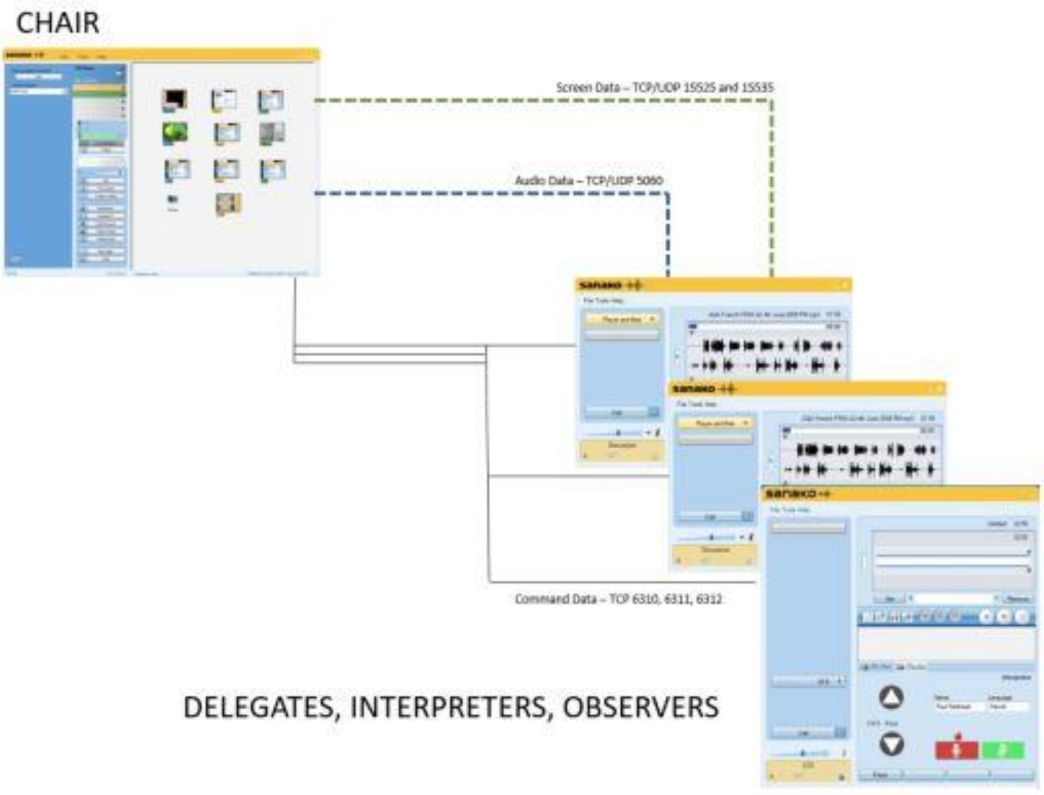
When recording the conference the software will save it as two separate tracks in one MP3 file – known as the Program and Student tracks. The Program track will be what the Interpreter(s) were listening to, usually The Floor, and the Student track will be the Interpreter(s) version of what they hear.

1.2.5 Channel Selection

Each Interpreter is automatically assigned a channel number with The Floor always being Channel 0. Users can select the channel they want to listen to at any time.

2. System Description

The Conference Interpreting activity provides a full simultaneous interpreting enviroment using the Sanako Study software as a basis. The chair selects the delegates, interpeters and observers at the start of the session. Once the session starts then all audio is recorded and users can select which channel to listen to. All of the command, audio and screen data is transmitted over the institution network using standard TCPIP protocols – wired and wireless. The ports used for this communication are shown below.


CHAIR
Screen Data – TCP/UDP 15525 and 15535
Audio Data – TCP/UDP 5060
Command Data – TCP 6310, 6311, 6312
DELEGATES, INTERPRETERS, OBSERVERS

2.1 Recommended PC/Laptop/Tablet Devices

The software runs on standard hardware as specified below.

- Windows 7, 8 and 10
- Microsoft .NET Framework® 4.0 or later
- DirectX 9.0c or later
- 100 MB of free disk space for installation
- 1024*768 display resolution with 16-bit colours
- AC97 or HDA compatible sound card
- Network Adapter, TCP/IP support required or 802.11n wLAN

It is recommended that due to the sophistication of the Chair (Tutor) software it is run on a full PC or laptop. The delegate, interpreter and observer software could be run on a Windows Surface device.

2.2 Headset, Mic and Headphone Options

All users (except observers) will need a suitable headset to enable the audio communication features. The observers will only need headphones.

Please remember that when it comes to headsets, mics and headphones you generally get what you pay for in terms of audio quality and performance. If you buy cheap headsets then the ability to interpret may suffer.

Sanako can provide high-quality headsets that are rugged and optimised within the Study software for audio levels to ensure a high quality experience.

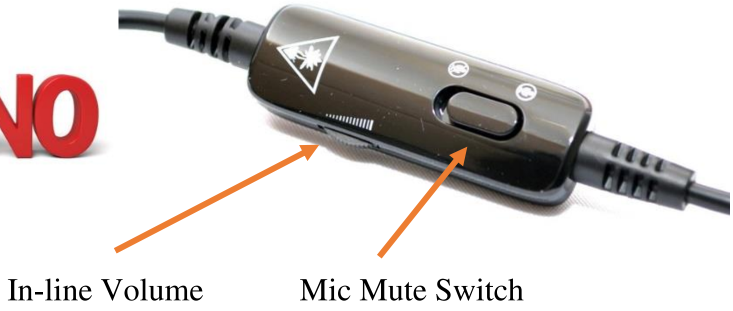
Sanako SLH-07 Headset

If you are going to use your own headsets, microphones and headphones then there are some things that you must ensure.

- They do not have any in-line or mounted switch for muting the microphone. This would allow the interpreters to switch the Mic off and then the chair will not be able to listen or speak with that student and nothing would be recorded.

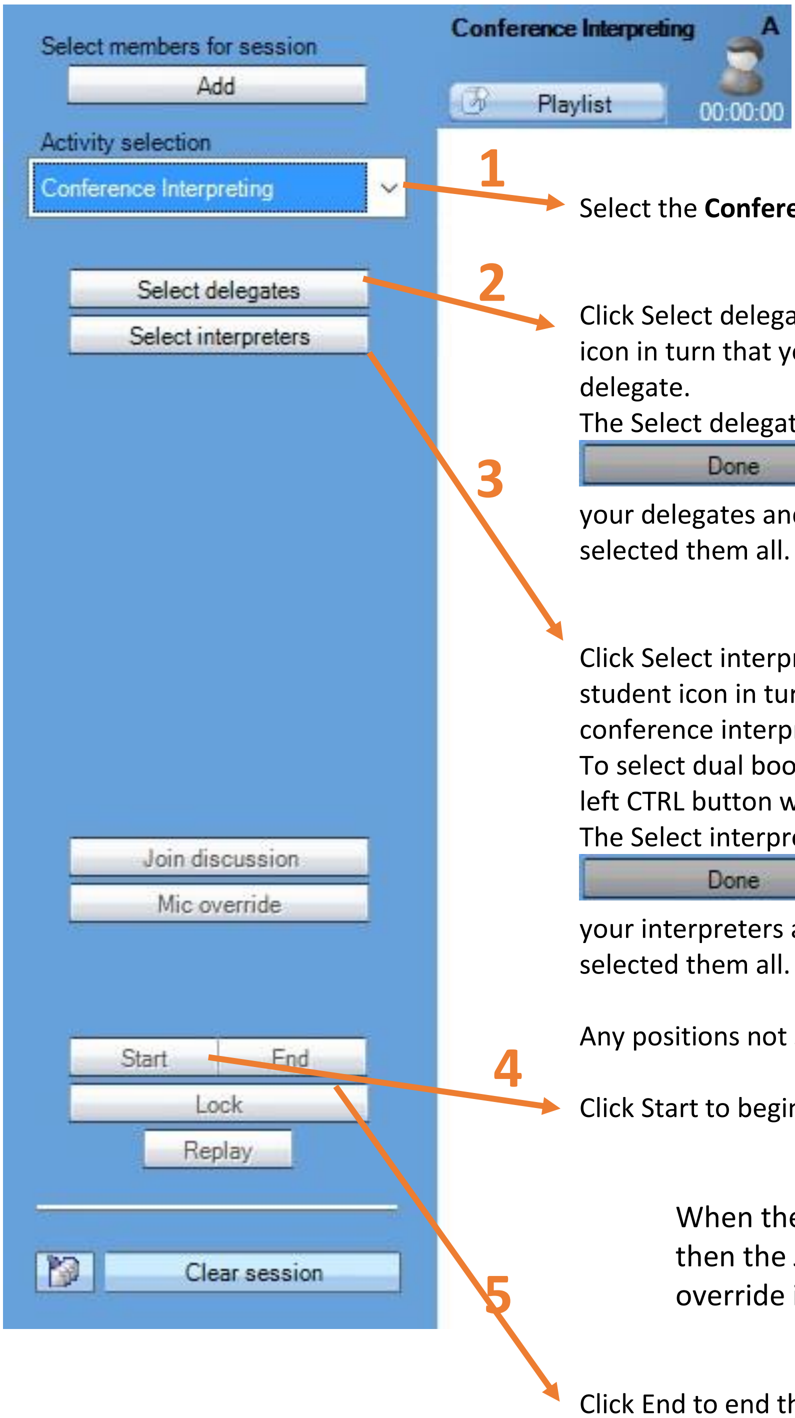
- Do not have any in-line volume control. This would also allow the interpreter to set the level to a minimum and then the chair will not be able to listen or speak with that student.

- The headset and sound card combination provides suitable side tone. This means that when the interpreter speaks they will hear themselves in their headphones. This is often considered vital when interpreting.



3. User Guide

3.1 Chair


Select members for session
Add
Activity selection
Conference Interpreting
Conference Interpreting
A
Playlist
00:00:00
Select delegates
Select interpreters
Join discussion
Mic override
Start
End
Lock
Replay
Clear session
1
2
3
4
5

1. Select the **Conference Interpreting** activity.

2. Click Select delegates and then click on each student icon in turn that you wish to be a conference delegate.
The Select delegates icon will change to Done while you are selecting your delegates and you click it when you have selected them all.

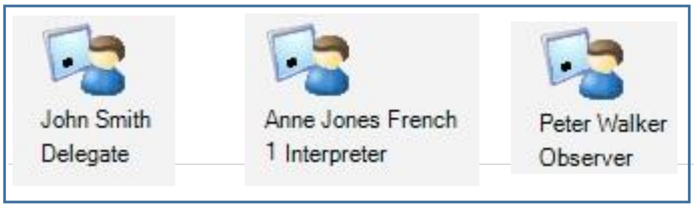
3. Click Select interpreters and then click on each student icon in turn that you wish to be a conference interpreter.
To select dual booth interpreters, press and hold the left CTRL button while selecting.
The Select interpreters icon will change to Done while you are selecting your interpreters and you click it when you have selected them all.

Any positions not selected will be set as Observers.

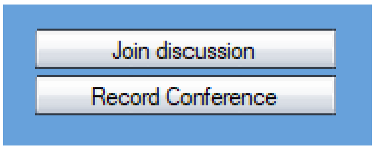
4. Click Start to begin the Conference

When the Conference has been started then the Join discussion and Mic override icons will become active.

5. Click End to end the conference


John Smith
Delegate
Anne Jones French
1 Interpreter
Peter Walker
Observer

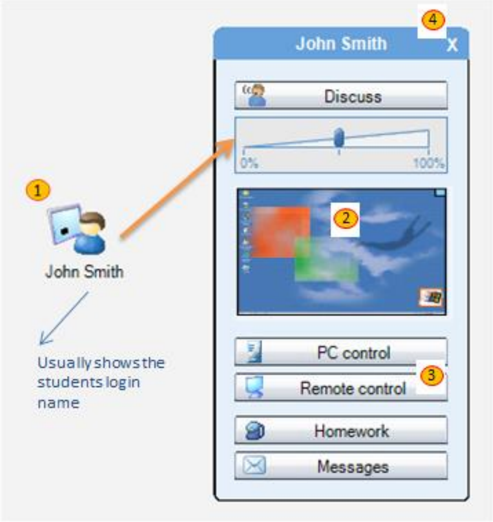
Examples of how the student positions are displayed for the delegate, interpreter and observer roles.


Join discussion
Record Conference

Join Discussion – the chair can join the discussion (floor) and become a delegate.

Record Conference – the chair can set all of the Interpreter microphones to be ON and the Interpreters are unable to switch OFF or Mute their microphones.

How to monitor a delegate or interpreter (screen and voice)


④
John Smith
X
Discuss
0%
100%
②
①
John Smith
Usually shows the students login name
PC control
③
Remote control
Homework
Messages

① Left click on the delegate or interpreter that you wish to monitor.

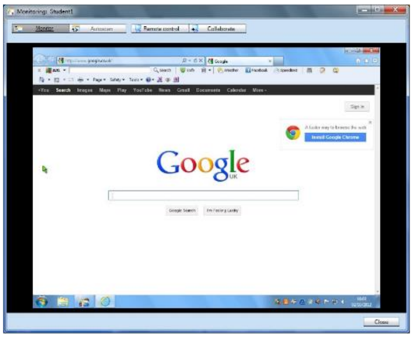
② You see a small thumbnail image of their screen

③ Click on **Remote Control** or blue rectangle to see that user screen in detail

④ Click the **X** to stop monitoring that user

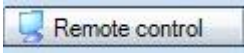
When monitoring the user will have no idea that you are doing so and you will also hear everything they are saying and listening to.

The **Monitor** option will be selected and this is the discrete mode that allows you to watch without them knowing.
The user mouse location is shown as a green arrow for you to follow.

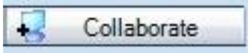


Remote control
Collaborate

Whilst monitoring a student screen you can take control of their mouse and keyboard if required by clicking either the **Remote control** or **Collaborate** icons.

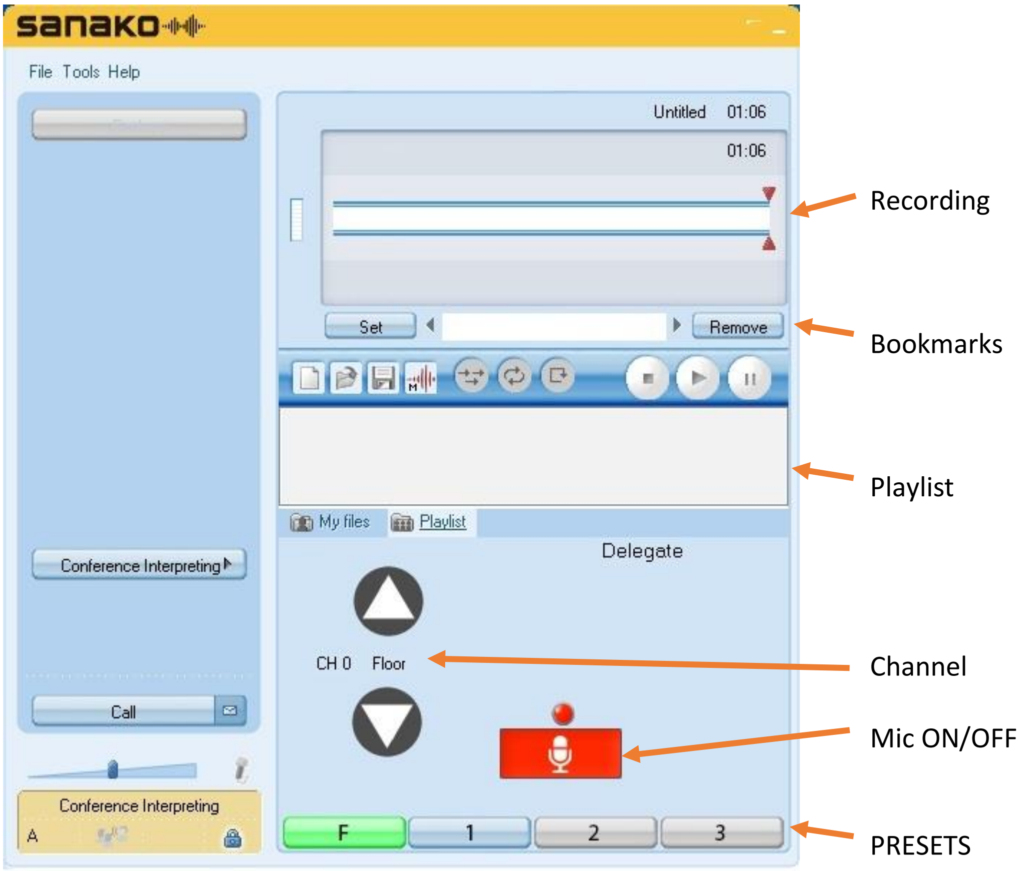

Remote control

The chair takes full and total control of the user mouse and keyboard and any mouse movements or keyboard entries they make are ignored – only the chair can move the pointer and/or enter text.


Collaborate

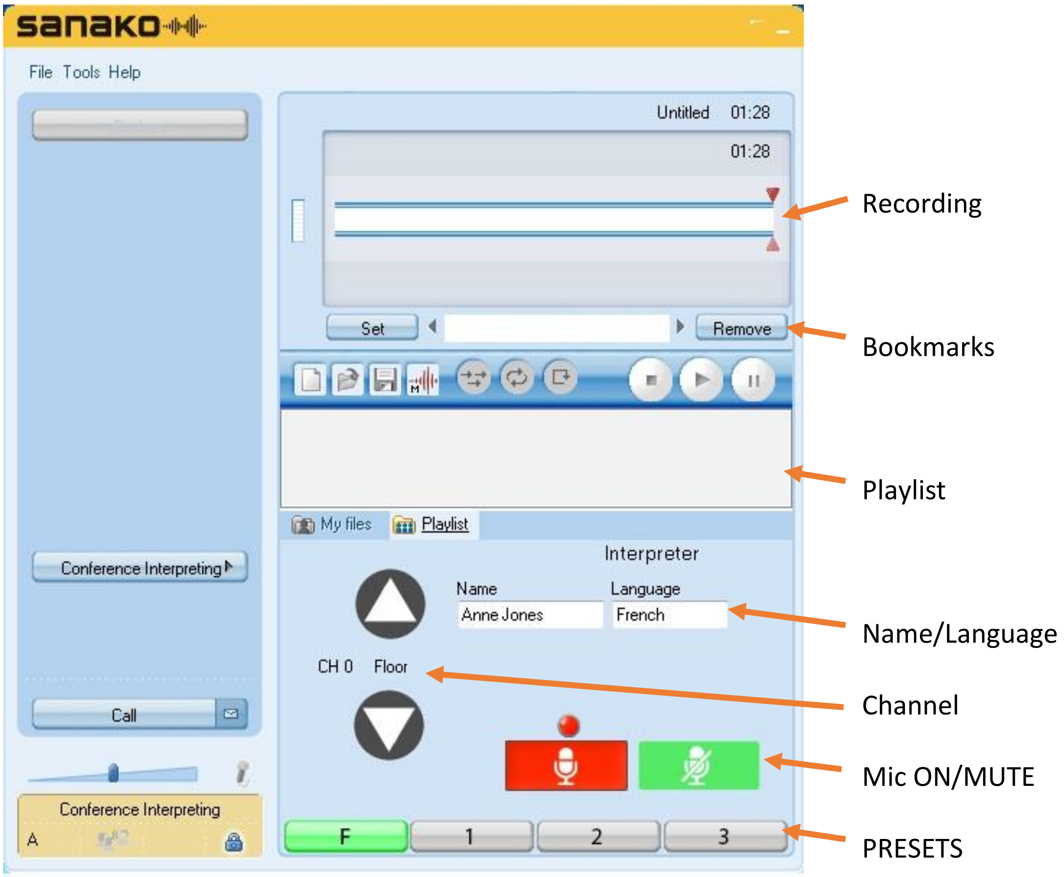
Chair and the user have shared mouse and keyboard control.

3.2 Delegate


sanako
File Tools Help
Untitled 01:06
01:06
Set
Remove
My files
Playlist
Delegate
Conference Interpreting
CH 0
Floor
Call
Conference Interpreting
A
F
1
2
3
Recording
Bookmarks
Playlist
Channel
Mic ON/OFF
PRESETS

When the activity starts the delegates listens to the floor but they may select a different channel (such as another Interpreter) if they prefer. The delegate then clicks the Mic ON (Red) icon and they are now On the Air. The floor preset can be clicked to listen to the floor and other channels can be set by clicking and holding a numbered preset whilst listening to that channel.

3.3 Interpreter



Name: Anne Jones

Language: French

sanako
File Tools Help
Untitled 01:28
01:28
Set
Remove
My files
Playlist
Conference Interpreting
Interpreter
CH 0 Floor
Call
Conference Interpreting
A
F
1
2
3
Recording
Bookmarks
Playlist
Name/Language
Channel
Mic ON/MUTE
PRESETS

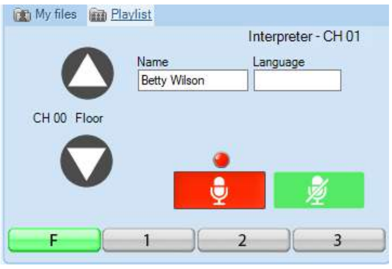
When the activity starts the Interpreter can enter their name and the target language that they will be interpreting to. Generally the Interpreter listens to the floor but they may select a different channel (such as another Interpreter) if they prefer. The Interpreter then clicks the Mic ON (Red) icon and they are now On the Air. They can press and hold the green MUTE icon if they need to perhaps cough or speak to someone in their booth. The floor preset can be clicked to listen to the floor and other channels can be set by clicking and holding a numbered preset whilst listening to that channel.

??Dual booth interpreting

In dual booth interpreting two students are set to a single interpreter position. The students can then take turns interpreting the same audio source. This allows for interpretation students to practice taking turns, just as in live conferences. You can perform exercises where students will interpret longer discussions and will alternate in order to maintain a combined performance level without tiring out.

To select dual booth interpreters press and hold the CTRL button during interpreter selection (see 3.1. Chair).

When the activity is started, both dual booth interpreters will be heard in the same interpreter channel. The interpreters can simply click on Mic ON to take their turn and start interpreting. This will automatically mute the other interpreter’s microphone.

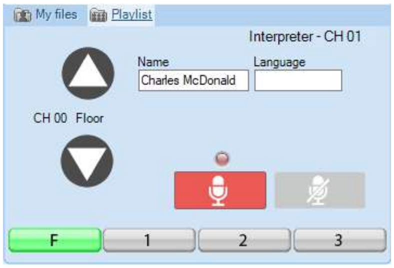


Interpreter - CH 01

Name: Betty Wilson

Language:

My files
Playlist
CH 00 Floor
F
1
2
3



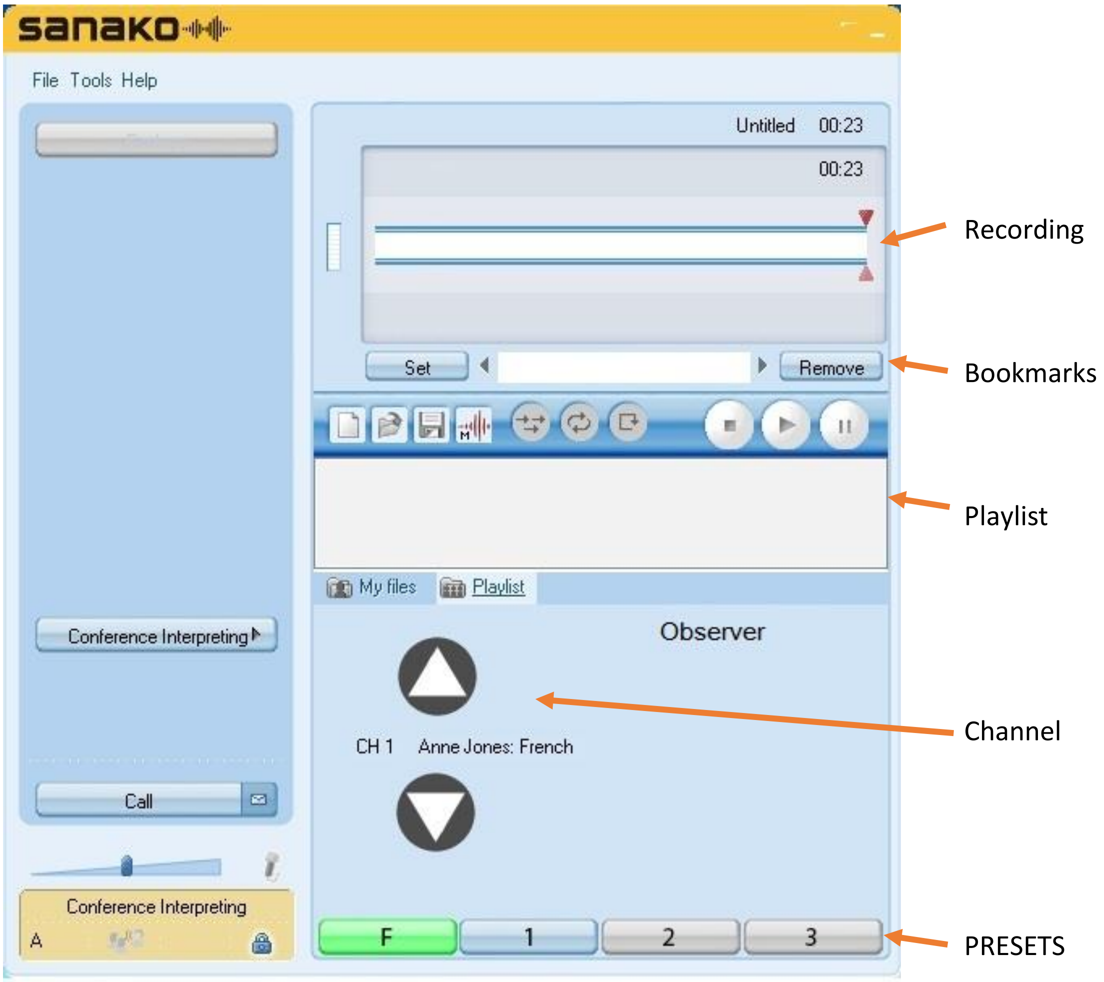
Interpreter - CH 01

Name: Charles McDonald

Language:

My files
Playlist
CH 00 Floor
F
1
2
3

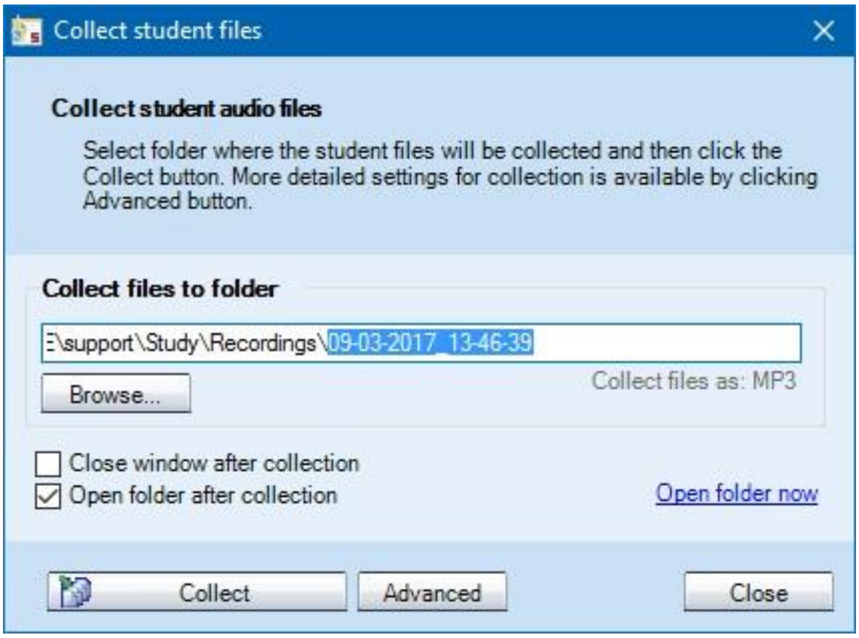
3.4 Observer


File Tools Help
Untitled 00:23
00:23
Set
Remove
My files
Playlist
Conference Interpreting
Call
Conference Interpreting
A
Observer
CH 1 Anne Jones: French
F
1
2
3
Recording
Bookmarks
Playlist
Channel
PRESETS

When the activity starts the Observer listens to the floor but they may select a different channel (such as another Interpreter) if they prefer. The floor preset can be clicked to listen to the floor and other channels can be set by clicking and holding a numbered preset whilst listening to that channel.

3.5 Format of collected audio files and location

When the chair clicks to END the activity. The following collection window will appear.


Collect student files
Collect files to folder
Browse...
Open folder now
Collect
Advanced
Close

Collect student audio files

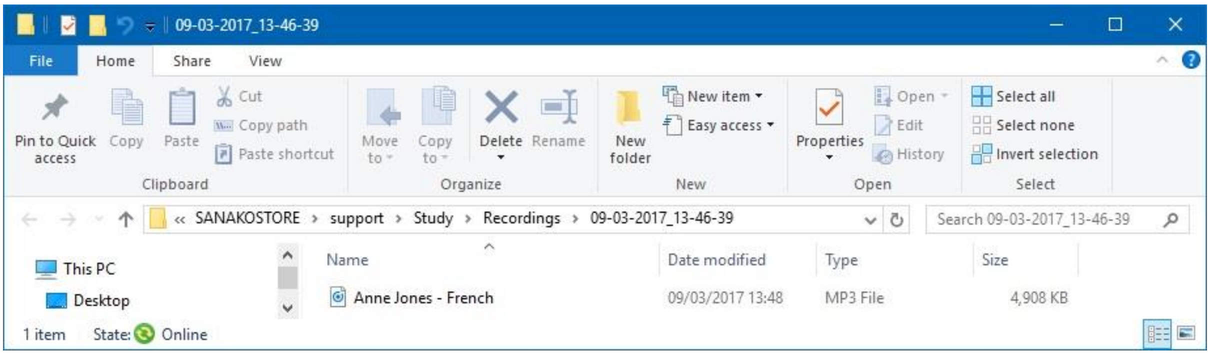
Select folder where the student files will be collected and then click the Collect button. More detailed settings for collection is available by clicking Advanced button.

:\support\Study\Recordings\09-03-2017_13-46-39

Collect files as: MP3

☐ Close window after collection
☑ Open folder after collection

If the chair clicks the **Collect** icon then, after a short time, Windows Explorer will open and show the collected audio files like below.


09-03-2017_13-46-39
File
Home
Share
View
Pin to Quick access
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
Organize
New folder
New item
Easy access
New
Properties
Open
Edit
History
Open
Select all
Select none
Invert selection
Select
Search 09-03-2017_13-46-39
This PC
Desktop

« SANAKOSTORE › support › Study › Recordings › 09-03-2017_13-46-39

Name	Date modified	Type	Size
Anne Jones - French	09/03/2017 13:48	MP3 File	4,908 KB

1 item   State: Online

The naming format of the files by default is **Interpreter Name – Language.mp3**

Please note that if you play any of these saved files back using the Study player then Program track will be the source (usually the floor/delegates) and the Student track will be that interpreter. By using the balance control you can listen to either or both tracks at the same time.

4. How to add the license to the Study software

The Conference Interpreting activity can only be activated on a Sanako Study V9 1200 install. If you have any version prior to V9 then you must upgrade to V9 or above before you can use this activity.

The Conference Interpreting activity license token MUST be activated on the device that has the Chair (Tutor) software installed. If you have installed StudyServer on to a shared network server and activated the Study 1200 license token on it then do not activate the Conference Interpreting activity license token on that server – it must be activated at the Chair (Tutor).

You will need web access from the Chair (Tutor) that allows you to browse to http://registration.sanako.com/tokens/Account/LogOn?ReturnUrl=%2ftokens

You will also need your account details to register the software. If you have forgotten your account details then please click the link below to reset your details http://registration.sanako.com/tokens/en-US/Account/ForgotPassword?Length=7

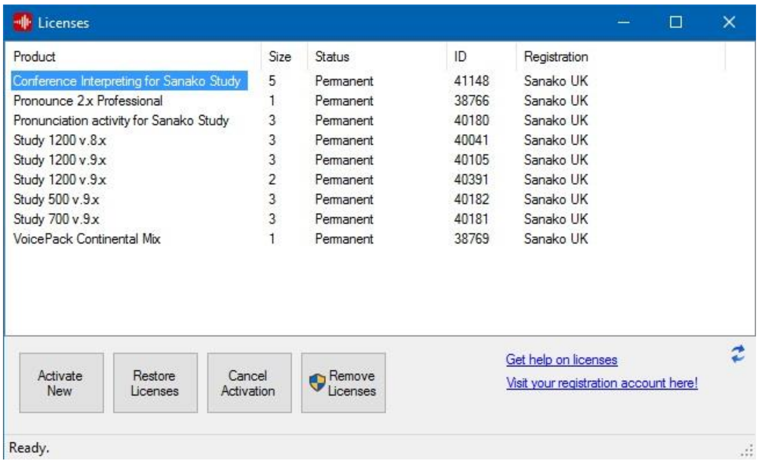
To create a new account please click http://registration.sanako.com/tokens/en-US/Account/Registration

4.1 Token Activation

You need to activate a token for the Conference Interpreting activity and this is done via the Sanako Licenses application.

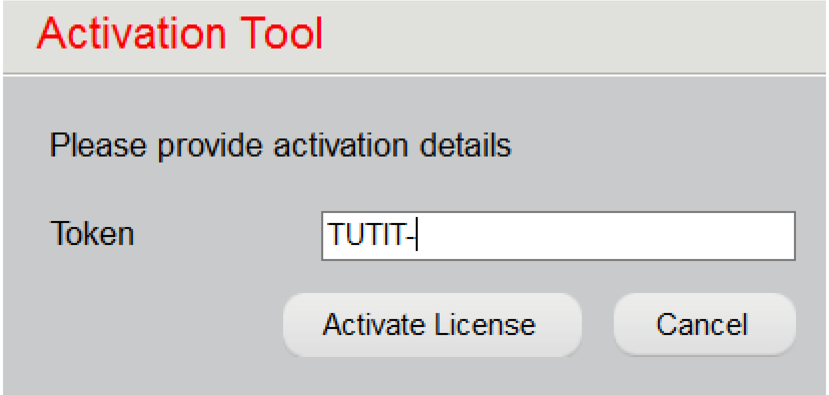
To open the Licenses application you can either;

1. Open Licenses from the SANAKO folder of the All Programs menu.
2. Browse to C:\Program Files (x86)\Sanako\License Manager and run the Licenses application.



Product	Size	Status	ID	Registration
Conference Interpreting for Sanako Study	5	Permanent	41148	Sanako UK
Pronounce 2.x Professional	1	Permanent	38766	Sanako UK
Pronunciation activity for Sanako Study	3	Permanent	40180	Sanako UK
Study 1200 v.8.x	3	Permanent	40041	Sanako UK
Study 1200 v.9.x	3	Permanent	40105	Sanako UK
Study 1200 v.9.x	2	Permanent	40391	Sanako UK
Study 500 v.9.x	3	Permanent	40182	Sanako UK
Study 700 v.9.x	3	Permanent	40181	Sanako UK
VoicePack Continental Mix	1	Permanent	38769	Sanako UK

Click Activate New and a new window will appear in the centre of the screen.


Activation Tool
Please provide activation details
Token
Activate License
Cancel

TUTIT-

Enter the token provided – it will start with TUTIT and then click Activate License.

Please remember to select the added token and register it to your Sanako account. This will ensure that you can restore and activate the token in the future.