

Checklist for on-site live translation

What you should think of when preparing for live translation at an on-site event.

[Useful tips](#)[Live Translation](#)[Admin](#)

Here is a checklist that will help you to think of everything you need to consider when you use LiveVoice for language interpretation at an on-site event.

Setup preparation basics

- Speaker device (e.g., laptop or smartphone for interpreter)
- Headphones for interpreter ([here](#) are some suggestions)
- Interface to get audio from [sound mixer to computer](#) (if you need original audio from stage)
- WiFi: Check speed and password ([here](#) is some more advice for that)
- Check: Where will the interpreter be located? Depending on this plan your setup.

Setup preparation optional

- Extra [Headphones](#) (for participants to borrow)
- [Power banks](#) (for participants to borrow)
- Extra chargers (for participants to charge their phones if needed)
- Extra smartphones (for participants to borrow; usually not needed)
- Extension chords for power

Communication with your participants

- Plan how will you [inform your participants](#).
- Plan how and [where will participants get support](#).

During your event

- Is the [Wi-Fi and mobile connection ok](#)? You might want to do a [speed test](#).
- Setup of original audio
- Setup of interpreter laptops or smartphones
- Prepare service point
- Hand out info sheets
- Prepare slide for screen or print posters with the QR code.