Appendix B: Sample Meeting Room Set-ups

Banquet Table Seating

- French Real Time Captioner & Projector
- LSQ interpreters and Standing Microphone
- Standing Microphone

- English Real Time Captioner & Projector
- ASL interpreters and Standing Microphone
- Standing Microphone

- Screen with French captioning
- Ramp
- Small / low platform if available (not a stage)

- Facilitator
- Guest Speaker
Appendix B: Sample Meeting Room Set-ups

Screen with French captioning

Small / low platform if available (not a stage)

Screen with English captioning

French Real Time Captioner & Projector

Small / low platform if available (not a stage)

English Real Time Captioner & Projector

Facilitator

Guest Speaker

Ramp

LSQ interpreters and Standing Microphone

First few rows reserved for interpreters and participants using LSQ or French Captioning

Wheelchair Seating

Wheelchair Seating

Wheelchair Seating

Wheelchair Seating

ASL interpreters and Standing Microphone

First few rows reserved for interpreters and participants using ASL or English Captioning

LSQ

> 6 ft.

6 ft.

6 ft.

6 ft.
Appendix B: Sample Meeting Room Set-ups

Roundtable Seating

Best view of French screen

Best view of English screen

French Real Time Captioner & Projector
Facilitator and Meeting Chair
English Real Time Captioner & Projector

ASL interpreters
(standing microphone and three chairs)

LSQ interpreters
(standing microphone and three chairs)

View of LSQ Interpreters

View of ASL Interpreters

Participant with guide dog

Wheelchair Seating
Appendix B: Sample Meeting Room Set-ups

- French Real Time Captioner & Projector
- LSQ interpreters and Standing Microphone
- ASL interpreters and Standing Microphone
- Staff notetakers

Diagram:
- Wireless Microphones indicated by ▲
- Attendants/Staff indicated by ○

Room Layout:
- Exit:
  - Screen with French captioning
  - Screen with English captioning
- Ramp
- Small/low platform if available (not a stage)
- English Real Time Captioner & Projector
- LSQ interpreters and Standing Microphone
- ASL interpreters and Standing Microphone
- Staff notetakers
- Area for sound booth, simultaneous interpretation and audio-video control
- Coat rack(s)