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**Conference systems — Equipment —
Requirements**

Systèmes de conférence — Équipement — Exigences



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ISO copyright office
CP 401 • Ch. de Blandonnet 8
CH-1214 Vernier, Geneva
Phone: +41 22 749 01 11
Fax: +41 22 749 09 47
Email: copyright@iso.org
Website: www.iso.org

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Contents

	Page
Foreword	v
1 Scope	1
2 Normative references	1
3 Terms and definitions	1
4 Overall conference system	5
4.1 General.....	5
4.2 Audio characteristics.....	5
4.2.1 Latency.....	5
4.2.2 Sound pressure level.....	5
4.2.3 System input and output.....	6
4.2.4 Frequency response.....	6
4.2.5 Distortion.....	6
4.2.6 Noise and hum.....	6
4.2.7 Level consistency.....	6
4.2.8 Interference.....	6
4.3 Confidentiality.....	6
4.4 Markings and symbols.....	7
4.5 Accessibility and usability.....	7
5 Discussion system	7
5.1 General.....	7
5.2 Discussion unit.....	7
5.2.1 Required elements.....	7
5.2.2 Additional elements.....	7
5.2.3 Optional features.....	8
5.2.4 Autonomy.....	8
5.3 Microphone management.....	8
5.4 Microphone routing.....	8
5.5 Microphone processing.....	8
6 Individual listening systems	8
6.1 General.....	8
6.2 Earclip headphone.....	9
6.3 In-ear headphone.....	9
6.4 Headphones.....	9
6.5 Individual induction loop.....	9
7 Sound reinforcement system	9
8 Interpreting system	10
9 Language distribution system	10
10 Metadata system	10
11 Voting system	10
12 Camera system	10
13 Display system	11
14 Identification/sign-in system	11
15 Conference control system	11
16 Recording/archiving system	11
17 Webcasting system	12
18 Teleconferencing system	12

19	Combining of conference halls and distant connections	12
20	Split rooms	12
21	Diagnostics	12
22	Interoperability	12
Annex A (informative)	Meeting and conference hall setups	13
Annex B (informative)	Routing modes of a conference system	21
Annex C (informative)	Modes of mounting conference systems	25
Annex D (normative)	Microphone management	26
Annex E (informative)	Camera system	28
Annex F (informative)	Display system	29
Bibliography	32

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electro technical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation on the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see the following URL: www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 37, *Language and terminology*, Subcommittee SC 5, *Translation, interpreting and related technology*.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

Conference systems — Equipment — Requirements

1 Scope

This document specifies requirements for typical conference systems, the parts they are composed of, the auxiliary devices necessary for their use (such as microphones, headphones, and sound reinforcement equipment) and the environment in which they are used. These requirements ensure interoperability and optimum performance under conditions of normal operation.

It is applicable to both wired and wireless systems.

The environment and areas where events are held are described in [Annex A](#).

This document facilitates the determination of the quality of conference systems, the comparison of different systems and the assessment of their proper use by listing their characteristics. This document contains the technical backbone of ISO 20108 and ISO 20109.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 639-3, *Codes for the representation of names of languages — Part 3: Alpha-3 code for comprehensive coverage of languages*

ISO 20108, *Simultaneous interpreting — Quality and transmission of sound and image input — Requirements*

ISO 7000, *Graphical symbols for use on equipment — Registered symbols*

IEC 60118-4, *Electroacoustics — Hearing aids — Part 4: Induction-loop systems for hearing aid purposes — System performance requirements*

IEC 60268-4, *Sound system equipment — Part 4: Microphones*

IEC 60268-7, *Sound system equipment — Part 7: Headphones and earphones*

IEC 60417, *Graphical symbols for use on equipment*

IEC 61603-7, *Transmission systems of audio and/or video and related signals using infra-red radiation — Part 7: Digital audio signals for conference and similar applications*

IEC 62489-1, *Electroacoustics — Audio-frequency induction loop systems for assisted hearing — Part 1: Methods of measuring and specifying the performance of system components*

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- ISO Online browsing platform: available at <https://www.iso.org/obp>
- IEC Electropedia: available at <http://www.electropedia.org/>