

Checklist

PA Equipment

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1. Are you planning interviews or a panel discussion?
 2. Will you require microphones for any questions asked by the audience?
 3. Will external audio signals from the PC, phone or video player additionally have to be transmitted?
 4. Will there be performances by artists or are show interludes planned?
 5. Are the technical requirements of the artists known?
 6. Will there be a speaker's desk and/or a stage?
 7. Will there be only one individual speech, or will several speakers take turns?
 8. Is it planned to play recorded music or words of greeting from tape?
- Will external audio signals from the PC or video player additionally have to be transmitted?

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9. Will there be a moderator who will restrict the right to speak?

10. Will an interpreter be used?

11. Into how many languages will the speech have to be translated simultaneously?

12. How many participants will require wireless headsets for listening?

13. Have you provided the interpreter with the necessary documentation beforehand?

14. Will your event be recorded for compiling the minutes or some documentation?

15. Is the maximum permissible sound level known?

16. Has the authorisation for operating wireless microphone system(s) been obtained from the Federal Office for Post and Telecommunications (BAPT)?

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