

### Contents

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

- 14 Identification/sign-in system
- 15 Conference control system
- 16 Recording/archiving system
- 17 Webcasting system
- 18 Teleconferencing system
- 19 Combining of conference halls and distant connections
- 20 Split rooms
- 21 Diagnostics
- 22 Interoperability

**Annex A (informative) Meeting and conference hall setups**

- A.1 General
- A.2 Meeting table style
  - A.2.1 General
  - A.2.2 Boardroom style
  - A.2.3 Hollow style
  - A.2.4 U-shape style
  - A.2.5 Comb-shaped style
  - A.2.6 Classroom style
- A.3 Conference/auditorium/press room style
- A.4 Parliament/Council style
- A.5 Retreat session style
- A.6 Cluster/World café/knowledge café style
- A.7 Overflow/listening hall style

**Annex B (informative) Routing modes of a conference system**

- B.1 Basic mode
- B.2 Insertion mode
- B.3 Mix-minus mode
- B.4 Interpreter output insertion mode

**Annex C (informative) Modes of mounting conference systems**

- C.1 Flush-mount
- C.2 Tabletop
- C.3 Permanent system
- C.4 Semi-permanent system
- C.5 Portable system

**Annex D (normative) Microphone management**

- D.1 Modes of operation
  - D.1.1 General
  - D.1.2 Central management
    - D.1.2.1 General
    - D.1.2.2 Request to speak mode
  - D.1.3 Participant management
    - D.1.3.1 General
    - D.1.3.2 Queue mode
    - D.1.3.3 Cut-off mode
- D.2 Microphone activation
  - D.2.1 Press and release mode
  - D.2.2 Push-to-talk mode
  - D.2.3 Voice activated mode
- D.3 Number of microphones ON

**Annex E (informative) Camera system**

**Annex F (informative) Display system**

- F.1 General**
- F.2 Type size/cap height**
- F.3 Display size (graphical displays with 1 920 × 1 080 pixels native resolution)**
- F.4 Display settings**

**Page count: 32**