

Respeaking at Live Events - Information for Speakers

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What is Respeaking?

This event will be made accessible through live subtitles created through respeaking. The subtitlers will be using speech recognition software to create the subtitles: they will repeat what you say, voicing in the required punctuation, and the subtitles will be transmitted to screen for the audience to view.

There are a few things that you can do as a speaker to improve the quality of the access provided:

Slides and Visual Aids:

Remember that members of the audience using the subtitles will be reading those alongside any visual content you are talking about – and there will be a slight delay before the subtitles appear on screen.

This doesn't mean you should reduce or simplify what you are saying, but it does mean you should allow time for the audience to read the subtitles and then look at the images or written content being shared.

If you do have particularly dense slides, it may be helpful to spread the content across additional slides where possible. Try and allow the audience to focus on what you are saying and the information in front of them. If you have data and graphs on your slides, use them to support the main points you are making. You can always share further data at a later date or refer to it in the Q&A sessionⁱ. If you are looking at a painting or piece of artwork, don't be afraid to allow extra time for everyone to take in the whole effect.

Before the event:

Preparation before the event is vital for the respeakers. The more knowledge they have of the content of your talk or presentation, the better the quality of the subtitles they will be able to produce.

What helps the respeakers the most is knowing something about the topic you will be talking about and the kind of terminology you will use – in particular if you will be using any specialised terms. Words can only be recognised correctly if they are listed in the speech recognition software wordlist.

As they prepare to respeak you, the respeakers will research the topic you are talking about, train in new words and use them in context to ensure that they can respeak them naturally during the event itself.

Humour can be great fun in a talk, but can also be one of the hardest things to capture in a subtitle. If you do have any jokes or stories that you often include, warn the respeakers beforehand if you can, so the audience members relying on subtitles also get to share the joke.

The materials that would most help the respeakers are:

- Slides or visual aids you will be using
- Key themes you will be talking about
- Names of people or places you refer to
- Copies/links to any images you refer to
- Titles/links to any music or videos you will be playing

Do try to send this information to the respeakers a few days before the event, so they have time to do their preparation. Thank you!

On the day:

If you follow general guidance on presenting well, you will be presenting in a way which helps the respeakers in their work.

Sometimes, there will be an opportunity for you to chat with the respeakers before the event begins. That way, you can ask any questions you may have and they can get a feel for your accent and the way that you speak. There may also be time for them to respeak you for a few minutes so you can get a feel for the whole process.

During the event, speaking clearly and engaging well with your audience will help you relax and will make you easier to follow. Facing the audience as much as possible will also help the respeakers. Although they rely on clear audio, visual cues also provide useful information and the respeakers may be watching you, too.

Do remember that the respeakers will only be able to respeak what they can hear. If you are the only person with a microphone and you have a question or comment from the audience, do repeat it before answering. That way everyone reading the subtitles will have access to the question and answer. If you are asking the audience a question, leave time so that everyone has the opportunity to hear and/or read it and to reply.

At some events, one person may be assigned to monitor the subtitles. If the respeakers miss something or have any trouble with the audio, they can send a quick message within the text, for example:

(Please repeat that)

Then the person monitoring can let you know. Who this person is will vary according to the type of event and how the subtitles are displayed.

More information:

If you want to find out more about respeaking, **How subtitles are made – See Hear, BBC Two** is available at <https://youtu.be/u2K9-JPIPjg>. The news is often respoken and will give you a good feel for what it is like to watch respoken subtitles.

You are also welcome to get in touch if you have any questions – Z.Moores@roehampton.ac.uk

**These guidelines were created as part of Respeaking at Live Events
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<http://galmaobservatory.webs.uvigo.es/>

ⁱ <https://bemycareercoach.com/soft-skills/presentation-skills/how-to-present-well.html>