

## **Recommended Practices for participants in meetings with remote interpretation:**

*Remote meetings are very different from in-person meetings. Please bear in mind that communicating through an interface platform adds an extra layer of complexity to any interaction. With the objective of offering the best quality interpretation possible, and helping speakers to communicate their message more effectively, the Interpretation Service has identified a set of practices to contribute to the smooth conduct of meetings.*

### **1. Internet connection**

- Use of an ethernet cable, connecting directly to the modem, instead of WiFi, is strongly recommended.
- Participants who wish to take the floor are strongly advised to connect via a computer, not via a tablet or smart phone.

### **2. Microphone**

- Use high quality unidirectional microphones<sup>1</sup>, separate or attached to a headset, preferably with a USB connection to the computer used for participating in the meeting. Please contact conference services for advice on recommended microphones.
- Microphones should provide for echo cancellation.
- Avoid using earpod or earbud microphones (e.g. Apple earpods).
- Built-in computer microphones should not be used.
- Position the microphone at a reasonable distance (i.e. not so close that breathing is picked up) and speak directly into it.

### **3. Setting**

- Participate from a quiet indoor room with the doors and windows closed to avoid reverberation and echoes.
- Background noise and interference should be eliminated (turn off loud air conditioning, etc.)
- All sound notifications on all devices should be turned off before the meeting starts.
- All other non-essential applications on the computer should be closed.
- The platform should be open on just one browser.

### **4. Camera and image**

- It is strongly recommended that participants who wish to take the floor have access to a camera as interpreters rely heavily on the facial expressions and body language of participants to do their job properly.
- The camera should provide a clear, front-on view of the speaker, ideally from the waist up.
- Avoid strong backlight, such as a window.

### **5. When taking the floor**

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<sup>1</sup> Microphones should reproduce audio frequencies between 125 Hz and 15,000 Hz, with a variation of maximum +/- 10dB. Microphones shall comply with IEC 60268-4.

- Microphone and camera should be turned on only when taking the floor.
- Papers should be kept away from the microphone while speaking to avoid rustling that distorts the sound.
- Speak at a moderate pace.
- If reading from a statement etc., this should be provided in advance and the interpreters will check against delivery.
- The microphone should be turned off at the conclusion of each statement, and remain muted, to avoid sound distortion.

***These recommended practices also apply to pre-recorded video messages.***