



# PREPARING FOR REMOTE MEETINGS WITH INTERPRETATION

Guidelines for speakers

## CONNECT ON A COMPUTER WITH AN ETHERNET CABLE



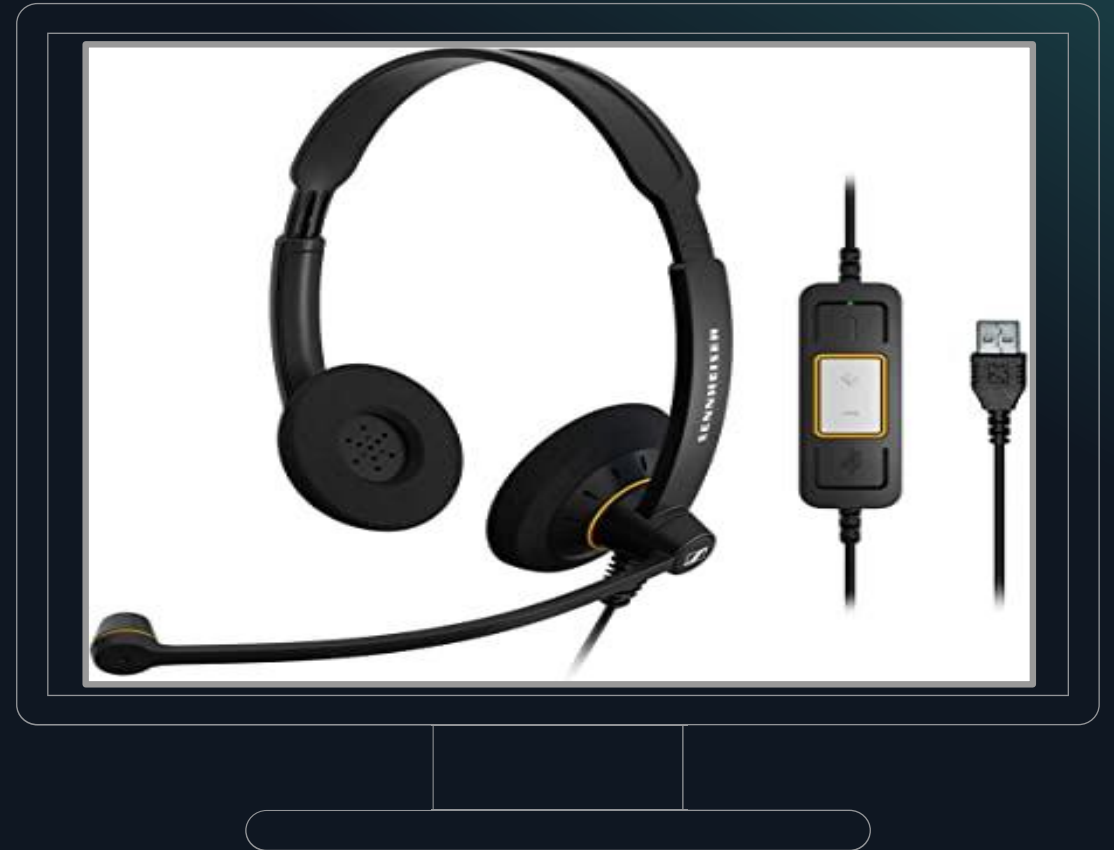
*No tablets  
or smartphones!*

- If you have internet, you have an Ethernet port on your modem
- Ethernet cables can be sourced easily and cheaply
- Connection, sound and video much more stable
- Fewer connection issues
- Reduces sound and video issues for listeners *and* interpreters

# USE A PROPER HEADSET

## WITH AN ATTACHED MICROPHONE

- This is essential to provide good sound for all delegates *and* interpreters
- It eliminates echo and feedback, provides clear audio without distortion, eliminates noise from the speaker's environment
- Do not use your computer's in-built mic and speakers
- Headsets come in a wide range of options, from high-end to budget – see Annex for recommendations



# VIDEO IS ESSENTIAL

All speakers should turn on their video when taking the floor, with no exceptions.

- Video is essential for interpreters, to pick up all non-verbal cues and body language.
- If their connection is not fast enough for video, then you should try and find a better connection before the actual meeting, or again risk not being interpreted.
- The speaker should be framed from the waist up, not be backlit.



# SETTING UP

Find some peace and quiet



## Find a quiet space

Find a quiet environment indoors and set up your speaking station well in advance of the meeting.



## Switch off and plug in

- ❑ Switch off any other applications running on your computer.
- ❑ Switch off all sound notifications on your computer and other devices.
- ❑ Keep all other devices away from your microphone.
- ❑ Plug in your laptop.



## Test!

- ❑ Test your setup during dry runs, sound checks, etc. well in advance.
- ❑ Troubleshoot with meeting organisers, technicians and platforms to resolve issues.
- ❑ Set up in full and test again right before the meeting starts!

# DURING MEETINGS

---



## Avoid extraneous noise

- Turn your mic off when you finish speaking
- Avoid touching microphones or shuffling papers close to microphones – this can be extremely painful for interpreters and listeners



## To be heard clearly

- Speak at a slow, measured pace
- Speak directly into the microphone



## We are here to help

- Flag any issues with the platform and meeting organiser so they can be resolved asap



# FINAL REMARKS

---

## A FEW FINAL COMMENTS ON RSI

- Interpreting requires impeccable sound and video.
- Interpreting in remote meetings is much more difficult than for in-person meetings.
- There is a risk of hearing damage for everyone, so protect your ears and those of others by following these guidelines.
- Even if all these guidelines are followed, unexpected issues may come up and the interpreting team may still need to suspend interpretation.



## HEADSET RECOMMENDATIONS AND TIPS

Below are some tips on what to look for in a good headset and what to avoid



### What to look for

- ❑ Wired USB connection
- ❑ Noise-cancelling microphone
- ❑ No Bluetooth
- ❑ Comfort and hearing protection (e.g. ActiveGuard)



### Recommended models

- ❑ High-end: Sennheiser SC660 USB, SC260 USB
- ❑ Budget: Sennheiser SC160 USB, SC70 USB, SC75 CTRL, SC60 CTRL



### To avoid

- ❑ Sennheiser SC165, Logitech H340 and Logitech H390
- ❑ Earbuds with integrated mic or headphones with an in-built computer mic are better than nothing while waiting for a headset to arrive, but to be avoided as a long-term option.