



PREPARING FOR REMOTE MEETINGS WITH INTERPRETATION

Guidelines for speakers

CONNECT ON A COMPUTER WITH AN ETHERNET CABLE



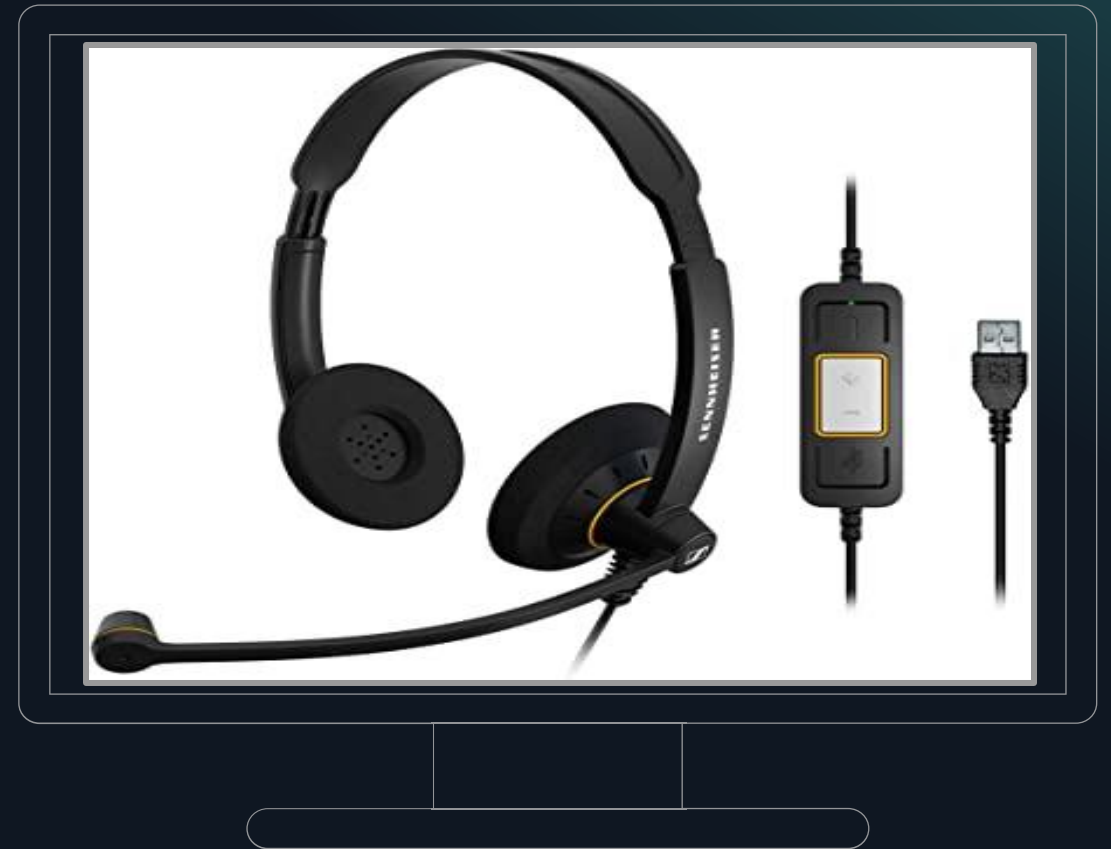
*No tablets
or smartphones!*

- 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

1

Find a quiet space

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

2

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.

3

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

1

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

2

To be heard clearly

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

3

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

1

What to look for

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

2

Recommended models

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

3

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.