

# GOING VIRTUAL OR HYBRID? SUPPORT INTERPRETATION SAFETY AND QUALITY!

Follow these requirements and best practices to protect interpreters and facilitate interpretation.

1

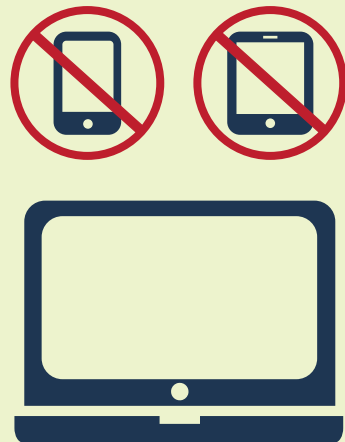
## MANDATORY



### SOUND QUALITY

Speak through the Internet audio (not a phone line) using a wired (not Bluetooth) tabletop microphone or headset with boom microphone.

2



### HARDWARE

Participate using a computer, not a smart phone or tablet.

3



### INTERNET CONNECTION

Use a fast, wired (not wireless) connection, and limit the number of other people and applications using your bandwidth.

4



### AVOIDANCE OF DISTRACTIONS

Appear in front of a plain background, and mute all of your devices' audio notifications, including the virtual platform's notifications.

5



### MEETING DISCIPLINE

Speak only on your turn, and stay muted when not speaking.

6



### CLARITY OF SPEECH

Speak slowly, and if you have a written speech, provide a copy in advance to the interpreters.

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