

GOING VIRTUAL? SUPPORT QUALITY INTERPRETATION!

Follow these best practices to ensure the successful interpretation of your virtual events.

1



INTERNET CONNECTION

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

2



SOUND QUALITY

Speak through the Internet audio feed (not a phone line) using a headset boom microphone.

3



PARTICIPANT IDENTIFICATION

Use your first name, last name and organization as your on-screen ID, and identify yourself when speaking.

4



AVOIDANCE OF DISTRACTIONS

Appear in front of a plain background, and mute all of your devices' audio 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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